



Cultural Events Coordinator

Associated Students of Whitworth University

Tasks and Responsibilities

- a. Recruit multicultural performers, speakers, and artists to present at Whitworth in collaboration with the cultural clubs, theatre and music departments, history club, select courses and/or the Office of Student Diversity, Equity, and Inclusion. (Goal of one per month, or in coordination with week-long themes or history months);
- b. Serve as chairperson of the Multicultural Advocacy Council (MAC), which will meet once a semester and be comprised of:
 - (At Least) One Cultural Diversity Advocate (CDA)
 - Any Interested Act 6 Scholars (Preferably one from each Cadre)
 - (At least) One officer of all cultural clubs currently chartered at Whitworth
 - Officers of any other interested clubs
 - (When Available) Associate Dean of Student Success & Equity
 - (When Available) Associate Vice President for Diversity, Equity, & Inclusion
- c. Assist in the planning of the MAC Retreat in the fall of each academic year;
- d. Meet regularly with Director of Student Activities;
- e. Serve on the Institutional Diversity Committee (IDC) and attend all meetings/retreats;
- f. Meet regularly with the Associate Dean of Student Success & Equity, to discuss upcoming events, and support of the CDA program, Act 6 Leadership Initiative, and other initiatives;
- g. Inform the ASWU of any other campus-wide or faculty-led cultural events as they occur;
- h. Have a minimum of 6 regularly scheduled office hours per week;
- i. Attend weekly ASWU Assembly meetings;
- j. Sign up for the GE 330 leadership class in both the fall and spring semester;
- k. Attend the spring leadership retreat and the fall leadership retreat, which begin approximately one week prior to the commencement of each semester.

Qualifications

- a. Passion for multicultural/intercultural student development and the ability to work well with peers, college administrators, faculty, and staff;
- b. Proven organization skills, with excellent follow-through coordinating large programs and activities;
- c. The ability to convene and facilitate a large group meeting;
- d. Ability to work well in a flexible structure without a lot of direct supervision;

e. Be and undergraduate enrolled in at least 12 units per semester.

Compensation

52 hours/month at minimum wage for 8 months