



# Campus Activities

## Coordinator

*Associated Students of Whitworth University*

**Purpose:** The purpose of the Campus Activities Coordinator is to enhance the student experience at Whitworth University by organizing and facilitating engaging and inclusive events. This role aims to foster community, promote student involvement, and create memorable experiences that reflect the diverse interests of the Whitworth student body, in alignment with the mission and values of ASWU.

**Position Information:** The campus activities coordinator will receive pay based on an 8.5-month, part-time position requiring approximately 14 hours per week. Employment begins at 9:00am August 25, 2025, which is the start of fall orientation/training and will conclude at 5:00pm, May 14, 2025. During this contract period, ASWU employees are expected to adhere to your job description and the code of conduct.

- Fall Semester responsibilities extend through Monday December 8th.
- Spring Semester responsibilities extend through Monday May 11th.

## Qualifications

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- Good communication skills including: being able to run a meeting with both large and small groups, being a good listener to those you are providing service, the ability to understand, integrate, and report back the ideas and concerns of constituents to the president and or assembly, the ability to sell ideas, programs, and involvement opportunities to students, and being able to write clearly.
- Ability to relate to all members of a diverse student population and the student government association.
- Great organizational and time management skills.
- Ability to work in a group with other leaders.
- Ability to motivate, delegate to, and follow up with students on committees and task forces.
- Marked interest in the policies, procedures, and operation of ASWU and Whitworth University, and in the Whitworth and Spokane communities.
- Self-motivation; able to do work without direct supervision.
- Ability to be flexible, creative, and original
- Ability to plan events and prizes with students wants in mind
- Ability to find acts, and negotiate with outside promoters and businesses in a professional manner
- A responsible, accountable, and reliable student leader who will work towards the completion of job responsibilities.
- Have manageable outside commitments.
- Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester.
- Proficiency in Microsoft office, including but not limited to Teams and Outlook.
- ASWU officers shall maintain a 2.5 GPA prior to and during their tenure. Any officer who does not meet this requirement may be subject to dismissal or be subject to a probationary period.

## Tasks and Responsibilities

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## Responsibilities

- Utilize the ASWU provided budget to facilitate creative and engaging community events. Minimum of 1 event per month (or a total of 7-8 per academic year).
- Manage financial accounts and coordinate event costs within the budget
- Maintain 5 office hours within your office per week. This time is spent in your office preparing for your events. Additionally, it is important to spend time in the office engaging colleagues, constituents, and supervisors.
- Manage uploads, updates, and edits of documents in Teams.
- Maintain an archive of all work in the position specific Team folder.
- Maintain a weekly journal outlining engagement and work-related activities within your assigned Team folder.
- Creatively and professionally promote and advertise events where appropriate (Instagram, Posters, other social media sources, etc.)
- Become well informed and discover the rationale behind the policies and procedures that govern the university to ensure that student issues, needs, and concerns are being addressed.

## Represent Whitworth Students

- Ensure that all constituencies across campus including transfer, nontraditional, minority, physically impaired students, etc. are well represented and informed.
- Actively solicit opinions from students in all constituencies seeking feedback regarding future and past events. As needed, share appropriate constructive feedback during weekly assembly meetings.

## Integration with Other Leaders

- Work with the assembly, as needed, to coordinate the needs of your events.
- Contribute to the general programming needs of the community, actively assisting other leaders as needed, and regularly attend programs put on by others in student activities and ASWU.

## Member of the ASWU Staff Team

- Attend all ASWU Assembly weekly meetings.
- Assist and collaborate with other coordinators and student leaders putting on events
- Serve on at least one ASWU approved committee.
- Attend and participate in all orientations, training sessions, meetings, GE 330H (fall and spring) and retreats.
- Perform any other duties as requested by the Assistant Dean, Student Life Program Coordinator and/or the Executive Team.
- Meet bi-weekly with the Assistant Dean of Life Programs.

## Compensation

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Compensation will consist of a stipend. You will receive a stipend payment of \$447.06 twice each month beginning September 12, 2025, through May 27, 2026. These payments are made via direct deposit to your bank account. Exceptions are as follows:

- The final fall semester stipend payment will be on December 23, 2025. You will not receive payment on January 12, 2026.
- If you do not work as a coordinator during Jan Term, you will not be paid the January compensation (with those deposits being on January 27 and February 12, 2026).

