



# Traditional Events

## Coordinator

*Associated Students of Whitworth University*

### Tasks and Responsibilities

---

- a. Lead various Orientation events including hosting Mock Rock, Yell-Off, and Bingo Night;
- b. In collaboration with the ASWU, act as the chairperson in the coordination of the Homecoming week- theme, dance, activities, competitions, and coordinate the week's events with Alumni Relations;
- c. Coordinate a talent show or other forum in which students may present any and all abilities spanning from music, poetry, magic, etc. This includes recruiting talent, coordinating promotion, and implementing follow-up. (goal of one per Semester);
- d. Develop theme or seasonal programs that involve students in fun competition with one another in contests such as Amazing Race, Survivor, etc;
- e. Have regular communication with senators, and representatives to keep them aware of campus events during the semester;
- f. Produce unique and professional promotion and advertisement for each event;
- g. Attend all coordinator meetings Assembly meetings and the GE 330 leadership class each semester;
- h. Attend the Regional NACA Conference in the fall;
- i. Plan and host Second Chance Prom or another large, off-campus dance in the Spring Semester;
- j. Manage financial accounts and coordinate event costs within budget that's developed by you in the spring in coordination with the previous coordinator;
- k. Keep regular, convenient, daily office hours, approximately 7 hours per week;
- l. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester;
- m. Serve on at least one committee approved by ASWU;
- n. Act as a resource for students who want help planning/creating/hosting an event.

## **Qualifications**

---

- a. Excellent organizational and time management skills including: program development, promotion, implementation, evaluation, record keeping, and budget management;
- b. The ability to be flexible, creative, and unique with programming and promotion;
- c. The ability to negotiate with outside promoters and businesses in a professional manner;
- d. Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester.

## **Compensation**

---

60 hours/month at minimum wage for 8 months