



**Student Union Programming Board
Job Description
Events Coordinator (6)**

Stipend = \$750/year

To be eligible for this position, one must:

*Currently have and maintain a minimum 2.5 cumulative GPA

*Adhere to principles of agreement and be informed of the level of commitment before applying.

Meeting Commitments:

1. Attend weekly Executive Board meetings on Tuesdays at 7:30 pm.
2. Attend team member meetings on Tuesdays at 9:00 pm.
3. Inform and engage all team members in committee meetings during 9:00 pm team member meetings.
4. Attend weekly meetings with advisor.
5. Meet individually with the Vice President for Programming at least one a month or as needed.
6. Maintain one office hour in the SUPB office weekly.

Specific Responsibilities:

1. Oversee the planning and implementation of events each semester as assigned (late night Fri and Sat, 10pm - 12am on campus; Thurs night on campus; and various off campus weekend events).
2. Serve as the point person for your events. Oversee all food and catering needs, room set-up and take down.
3. Help to ensure that the calendar of events sponsored by SUPB is varied and diverse (5 per semester). Event Coordinators are encouraged to reach out to a varied and diverse group of cultural organizations to collaborate.
4. Complete an online Event Evaluation/Budget form for all events by one week following each event.
5. Submit originals of all receipts to the Finance Coordinator by one week following each event.
6. Review and reconcile p-card statement on a monthly basis, if applicable.
7. Track attendance at every event and record on spreadsheet.
8. Take photos at events and share with the Marketing Coordinator for use on social media.
9. Look for ways to collaborate with other student organizations on a regular basis.
10. Involve team committee members to plan and execute events.
11. Be trained and knowledgeable about how to use the sound system.
12. Transition the newly selected replacement before they begin for the year.

General Responsibilities:

1. Consult both the Inclusivity Programming Guidelines and the Diversity Planning Protocol for guidance in performing their position.
2. Must assist at all major events for the duration of the event.
3. Must assist at least 4 SUPB events per semester.
4. Must be available to assist with staffing atrium tables during blitzing & sign-ups.
5. Must staff at least one resource fair date during summer orientation.
6. Check JCU email daily and respond within 24 hours.
7. Check SUPB mailbox on a regular basis.
8. Keep organized records of all planning, receipts, reimbursements, contracts, etc. uploaded to the SUPB Team Google Drive.
9. Perform other duties as assigned or deemed necessary by the staff in the Office of Student Engagement.

A/O 10/12/18