

Student Events Coordinator

Department	Student Events, Programming & Venues	Reports to	Operations Manager – Programming
Location	SUB 2-800	Position Type	Student/1 year term
Position Level	Entry	Salary	May-August: \$1993.63/month Sept-April: \$1424.14/month
Date revised	February 3, 2016	Date position filled	May 1, 2016

JOB SUMMARY

The Student Events Coordinator (SEC) is an entry level position, working in a team environment responsible for enhancing student life and creating campus community through a variety of programming initiatives. The SEC will primarily focus on the logistical aspects of Students' Union events. The SEC will report to the Operations Manager – Programming.

ROLE AND RESPONSIBILITIES

- 1) Assist in the planning and implementation of the Students' Union programming and special events including but not limited to: Week Of Welcome, Orientation, Campus Cup, AntiFreeze, Movie Nights, Comedy Nights, Students' Union Christmas Party for Kids, and other events hosted by UASUevents.
- 2) Responsible for all aspects of volunteer management for implementation of student events, working within guidelines and recommendations set by the Team Lead - Involvement (or designate)
- 3) Support other SEC staff members or Student Promotional Coordinators in their responsibilities as needed to ensure the success of the entire events portfolio of the Students' Union
- 4) Submit regular reports including monthly reports and project reports.
- 5) Create and update a transition manual for the position.
- 6) Perform other job-related duties as required by the Operations Manager – Program, Program Lead – Student Events or the Manager – Programming & Venues

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Must be registered as an undergraduate student at the University of Alberta during the term of employment, and must be a Students' Union member.
- Ability to work independently and as a contributing member of a team.
- Ability and willingness to work with people in a respectful, diplomatic and credible manner.

PREFERRED SKILLS

- Volunteer Management
- Event Management
- Project Management
- Knowledge of the Students' Union

WORKING CONDITIONS

- 1) 35 hours per week May – August, 25 hours per week September - April
- 2) Willingness and ability to work varying hours – including weekends and evenings.