

Student Promotional Coordinator

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| Department | Student Events, Programming & Venues | Reports to | Operations Manager – Programming |
| Location | SUB 2-800 | Position Type | Student/1 year term |
| Position Level | Entry | Salary Range | 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 Promotional Coordinator (SPC) 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 SPC will primarily focus on promotional and recruitment aspects of Students' Union events. The SPC will report to the Operations Manager – Programming.

ROLE AND RESPONSIBILITIES

Assist in the marketing and recruitment for Students' Union programming and special events including but not limited to: Week Of Welcome, Orientation, Campus Cup, AntiFreeze, Movie Nights, Comedy Nights, SUCPK, and other events hosted by UASUevents.

Responsible for forms of communication directed toward students (Websites, Email Lists, Social Media)

Develop and maintain both a volunteer promotional team and a media team for student events working within guidelines and recommendations, related to volunteer management, set by the Team Lead - Involvement (or designate)

Support other SPC staff members or Student Events Coordinators in their responsibilities as needed to ensure the success of the entire events portfolio of the Students' Union

Submit regular reports including monthly reports and project reports.

Create and update a transition manual for the position.

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

- Experience with Mailing List management, Social Media platforms, and website content management
- Digital photography and video editing experience and asset management
- Event Management
- Volunteer 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.

