



Position Title: Part-Time Events and Activities Coordinator
Job Code: 8349
Reports To: Director of Student Life

Grade: CT
FLSA: Non-Exempt

Job Description:

Provides support to the administrative operations of the Student Life department at the Wolfson.

Duties & Responsibilities:

- Coordinates and executes all departmental events including providing supporting student organizations on their events and fundraisers.
- Supervises student assistants
- Reviews completed paperwork and follow-ups to assure events are set-up on time.
- Maintains and coordinates club event and fundraising calendars.
- Coordinates the activities center and assists with setting up tournaments, games and programming for the Student Life Department.
- Coordinates and schedules vendor/performer visits, and processes all necessary paperwork to adhere to college policy.
- Maintains office storage inventory for events and programs
- Assists with planning, preparation, implementation, and setup of events being offered by the Department.
- Serves as the contact person with outside agencies and vendors coming on campus
- Performs other duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree from an accredited institution and two (2) years of related experience.
- Experience in working with students, organizations and planning events
- Proficient knowledge in Microsoft Suite and Adobe Photoshop
- Excellent interpersonal and communication skills (both verbal and written)
- Excellent organizational and multi-tasking skills
- Ability to deal effectively with the students, faculty and staff
- Ability to work on multiple projects simultaneously and work well under limited time constraints
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff
- Flexible schedule, some evening and weekend hours

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name