OSUPC Event Coordinator Position Description, 2017-2018
OSU Program Council – Student Leadership & Involvement

OSUPC Event Coordinators serve as co-chairs of OSUPC event committees to plan and produce high quality events and programs for students of OSU. They work closely with the OSUPC Director, OSUPC Advisor, and OSUPC GTA in developing event plans that create community, make memories and enhance the college experience.

Student Leadership & Involvement
Transformative Learning * Intentional Engagement * Conscious Community
Authentic Leadership * Social Justice

Student Leadership and Involvement (SLI) shapes campus culture through self-discovery, leadership development, collaboration, community building, and social responsibility with a myriad of active learning opportunities, preparing students to be catalysts for a more equitable and caring world.

Within SLI, OSUPC’s Purpose: To plan and produce an array of diverse, high quality events to engage students and enhance student life. OSUPC is committed to serving the OSU community by upholding traditions and creating inclusive, engaging and entertaining programming. For the 2017-18 school year, we are seeking students who will think critically, creatively, and openly in a team-based environment.

Position Responsibilities:
• Co-chair OSUPC event committee meetings with volunteer members as needed
• Develop a detailed Event Plan for each event your committee plans
• Develop and work with detailed timelines for events and programs
• Work with OSU professional staff, community members, outside vendors as needed for events
• Manage event budgets
• Attend weekly event advising meeting with OSUPC Graduate Assistant, OSUPC Director, or OSUPC Program Advisor
• Work with Marketing and Social Media Coordinator to develop event promotional plan
• Work with MU Graphic Designers on print design plans
• Represent and promote SLI and OSUPC to OSU and Corvallis community
• Participate in goal setting and implementation
• Attend and support OSUPC events as needed
• Attend weekly OSUPC staff meetings
• Uphold the values of Student Leadership & Involvement
• 2.5 hours per term on average to support signature SLI events and programming
• 2.5 hours per term on average for ongoing professional development and community building

Required Qualifications:
• Ability to organize work, manage time, and follow through on tasks in a self-directed environment
• Strong communication skills, interpersonal and written
• Ability to work well in team oriented environment
• Must be currently enrolled OSU student, in good standing for the term prior to selection and during entire period of employment, maintaining a cumulative GPA of 2.5 or above
Preferred Qualifications:
- Prior involvement experience in leadership activities, student organizations, event planning and/or outreach activities
- Previous experience in organizing committee work and leading a committee
- Experience with Microsoft Office programs
- Experience working with various tools within Google Drive, i.e. Docs, Slides, Sheets, Forms

Terms:
- Start date is May 21, 2017 for Spring Orientation
- Must commit to working between 12 and 14 hours per week, 8 of these hours completed in the office (including staff meetings, advising meetings, etc.)
- Must attend all sessions of Fall Orientation and Training
- Must be available to attend events and meetings that are held during the evening and weekend times.
- Some event committees require summer availability
- Pay Rate: $10.55 per hour

Orientation and Training Commitment:
- Required to participate in all staff training and professional development sessions
- Spring Training Day: Sunday, May 21, 2017
- Fall Training: Tuesday, September 5 – Tuesday, September 19, 2017

_I OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community._