Senior Student Coordinator for Events
The Senior Student Coordinator for Events (SSCE) will serve as an integral member of the Office of Student Activities and Engagement Team. They will work to coordinate events within the office, monitor the OrgSync event process, work with students to provide logistical support for events, and develop procedures and policies that streamline the event planning process. The duties of this position will include but are not limited to:

60% - Processing Event & Meeting Requests
- Utilize and manage the OrgSync Event Request page and its associated processes.
- Organize room reservations through the UMW WebEvents system.
- Check the availability of SAE resources.
- Ensure student events adhere to university policies regarding:
  - Equipment use.
  - Venue use.
  - Money handling.
  - Movie rights.

20% - Student Event Planning Meetings
- At his/her discretion, will meet with students who wish to put on events at UMW to make them aware of university policies and answer questions.
- Make his/herself available to answer student questions regarding the Event Planning Process.

10% - Update SAE Senior Staff
- Lead a weekly event meeting in which the SSCE will update the senior SAE staff on upcoming events as well as complications within or changes made to the event planning process.

10% - Policy Creation
- Develop policy that streamlines the event planning process and makes it more convenient for student groups to develop events.