

Employment at SAE

University of Mary Washington
Student Activities and Engagement

Senior Student Coordinator for Events

- 12-19 hours a week
- Starting Rate: \$8.00/hr
- Start Date: March, 2016

Summary

The Senior Student Coordinator for Events (SSCE) is a senior-level student position with supervising and organizing responsibilities – open to all undergraduates, regardless of class year. They will work to coordinate events within the office, monitor the MyUMW 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:

Responsibilities

60% - Processing Event & Meeting Requests

- Utilize and manage the MyUMW 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

- Meet with students who wish to put on events at UMW to make them aware of university policies and answer questions.
- Make oneself 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.

5% - Policy Creation

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

5% - Other duties as assigned