

# Employment at SAE

University of Mary Washington  
Student Activities and Engagement

## **SAE Senior Student Coordinator for Office Programs**

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

### **Summary**

The SAE Senior Student Coordinator for Office Programs is a senior-level student position with supervising and organizing responsibilities – open to all undergraduates, regardless of class year. Under direct supervision by the SAE Graduate Assistants, Program Support, and Director of Student Activities and Engagement, the SAE Senior Student Coordinator for Office Programs, provides assistance in planning SAE's campus-wide programs and assisting staff in high-level tasks. The SAE Program Manager assists office staff in envisioning and deploying departmental events including Stress Free Zone, Bluegrass & BBQ, Club Carnival, SAE Open House, as well as new initiatives. The main duties of this position include, but are not limited to, assisting SAE in planning and organizing events, devising marketing plans, running event day-of logistics, putting together office assessments, assisting in setting up and breaking down event equipment, and providing excellent customer service. This position necessitates attention to detail, creativity, and professional maturity.

### **Responsibilities**

#### **70% - Program Management**

- Work alongside SAE staff in execution of office's campus-wide programs
- Envision and develop new SAE programs to meet departmental goals
- Convene and run meetings with event stakeholders across the UMW community
- Act as point-person support for day-of event logistics

#### **20% - Program Assessment**

- Compile and analyze post-event reports to assess turnout, outcomes and takeaways
- Manage day-of event photo-documentation process
- Conduct bi-yearly campus-wide survey of SAE's programmatic initiatives in conjunction with Director of SAE
- Assist SAE in additional assessment initiatives (both qualitative and quantitative)
- Provide excellent customer service to all members of the campus community

#### **10% - Miscellaneous**

- Other duties as assigned

### **Qualifications:**

- Detail-oriented, with a proclivity towards keeping impeccable records and following through with tasks
- Collaborative and professional approach to planning and working with members of UMW staff/faculty
- Ability to independently manage schedule, and stay on top of professional correspondence
- Flexibility to working with last-minute changes, and solving situations on the fly
- Ability to envision ideas, with a talent for creative thinking and outside-the-box solutions
- Strong comfort-level with data/assessment information, including managing numbers, qualitative responses, and data-points
- Able to lift and transport 25lbs.

- Ability to work with multiple computer-related systems, including Google Apps, MyUMW and Microsoft Office
- Ability to manage multiple tasks at one time, including crisis situations
- Ability to work evenings and weekends, including late night hours during events