University Students' Council of the University of Western Ontario
Position Description
CAMPUS EVENTS COORDINATOR

EFFECTIVE: 01/01/16

AUTHORITY: Executive   **RATIFIED BY:**   Executive

1.00   POSITION TITLE: CAMPUS EVENTS COORDINATOR

2.00   POSITION OVERVIEW:

(1) Under the direction of the Student Programs Officer, the Campus Events Coordinator is responsible for the planning and execution of campus programming throughout the year on a large to small scale, including assisting with Purple Fest/Frost/Finale, Nuit Violette, Remembrance Day, Reverie, and any approved event requests.

3.00   PRIMARY RESPONSIBILITIES:

(1) Create and implement campus-wide programming for the year that is accessible, relevant and tailored to the diverse needs to the student population.

(2) Work with the USC Productions Department to design, plan and execute Nuit Violette, Remembrance Day, Reverie, and any approved event requests.

(3) Liaise with external partners, including the Student Success Centre and Alumni Western, to develop programming when directed by the Student Programs Officer.

(4) Oversee all promotional aspect for the events, including ticket sales, digital marketing, and promotional booths.

(5) Contribute to the budgeting and event proposal process with the Programming Associate and Student Programs Officer for all portfolio initiatives.

(6) Maintain frequent communication with the Programming Associate and Student Programs Officer to maintain consistent visioning and outcomes.

(7) Adhere to USC bylaws, policies and procedures.

(8) Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

(9) All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.

4.00 QUALIFICATIONS:

(1) Interpersonal Communication: The Campus Events Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.

(2) Project Management: The Campus Events Coordinator will act as project manager for all the projects within the portfolio. Strong organizational and time management skills are paramount to the success of these projects. The Campus Events Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.

(3) Group Facilitation: The Public Arts Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members on the Reverie Festival Committee. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.

(4) Finance Acumen: The Campus Events Coordinator should be financially literate and have some accounting/budgeting experience.

(5) Creativity: Possesses a natural openness to seek out new ideas. Has a tendency to demonstrate a high degree of curiosity and a propensity to "think outside the box" when developing new programming.

5.00 TIME COMMITMENT:

5.01 Expected time commitment for the position will vary over the term:

(1) Average time commitment: 7 – 8 hours per week

(2) The expected time commitment in the week leading up to an event and the week of an event will be 15 – 20 hours per week.

(3) The Purple Events Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

6.00 TRAINING/SUPPORT:

(1) The Campus Events Coordinator will be required to attend all USC-mandated

University Students' Council of the University of Western Ontario
Position Description
CAMPUS EVENTS COORDINATOR

PAGE | *3* of 4

training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Resources Department.

(2) The Campus Events Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

(3) Throughout their term, the Campus Events Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Resources Department.

7.00   LEARNING OUTCOMES:

(1) Throughout their term, the Campus Events Coordinator will learn how to develop effective programing/event planning skills.

(2) The Campus Events Coordinator will enhance their ability to adapt their behaviour according to various situations and demonstrate responsibility for their actions.

8.00   COMMUNITY IMPACT:

(1) If successful, the Campus Events Coordinator will provide Western students with engaging and diverse programming during the year to address their needs.

(2) The Coordinator will also provide students with the opportunity to participate in events during the year to enrich their Western experience.

9.00   EVALUATION:

(1) The Campus Events Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.

    i.   Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.

    ii.   A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

University Students' Council of the University of Western Ontario
Position Description
CAMPUS EVENTS COORDINATOR

PAGE | 4 of 4

10.00 COMPENSATION:

(1) The Campus Events Coordinator shall receive two honourarium payments of $500.00 as compensation for their work.

(2) In order to receive the first honourarium payment, the Campus Events Coordinator must:

   i. Remain within the position until January 1st in the relevant academic year;

   ii. Submit an interim report to the primary supervisor by the end of the fall term; and,

   iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

(3) In order to receive the second honourarium payment, the Campus Events Coordinator must:

   i. Remain within the position until April 30th in the relevant academic year;

   ii. Submit an final report to the primary supervisor by the end of the fall term; and,

   iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

11.00 SUPERVISION:

(1) Primary supervision: Associate, Programming

   i. Executive Oversight: Student Programs Officer

(2) Additionally, the Coordinator will receive support from the Programming Associate and the Volunteer Services Department.