

Title: Events Coordinator
Hours Per Week: 5
Support Payment: \$500.00
Length of Term: Fall and Spring Semester
2019-2020 Academic Calendar

Position Overview:

The Events Coordinator shall be responsible for supporting the Director of Programming on all events, programs, activities for the entire graduate community including but not limited to social, personal, and professional development opportunities.

Responsibilities

- I. Responsible for overseeing and coordinating all the event planning for the council for the entire Graduate Community
- II. Manage the processing of financial requests including but not limited to reviewing venue contracts and completing purchase orders
- III. Create event plans, coordinate logistics, and event registrations during events
- IV. Work with the Director of Communications to develop and execute an events promotions plan
- V. Serve as a liaison for joint programming and communication for various entities on campus including but not limited to:
 - A. Student Bar Association (SBA)
 - B. American University Student Government (AUSG)
 - C. Kennedy Political Union (KPU)
 - D. Office of Graduate Studies & Research
 - E. University Library
 - F. Academic Support and Advising Center (ASAC)
 - G. Career Development
 - H. Office of Merit Awards
 - I. Office of Campus Life

Expectations

- I. Attend all “official” Graduate Leadership Council events, meetings, and activities
- II. Communicate effectively with council members and Office of Student Activities
- III. Contribute to a positive work environment
- IV. Consistently demonstrate passion and service to the graduate community
- V. Fulfill all responsibilities assigned to the position