



ASC GENERAL ACTIVITIES DIRECTOR

Activities & Events

DESCRIPTION

This person is responsible to the VP of Activities. The General Activities Director will be part of the Activities Committee chaired by the VP of Activities. The General Activities Director will be responsible for the planning, advertising execution and budgeting of General events. These events include monthly movie nights, starting with Movie on the Lawn and Holiday events such as the Fall Carnival and Christmas on the Quad. They will also be responsible for planning a few surprise events through out the year in coordination with the other directors. This person will chair a committee of 2 coordinators to assist in the planning of their events.

QUALIFICATIONS

This individual must demonstrate strong leadership skills. They are expected to be able to set and accomplish goals, be creative, stay organized, and delegate responsibility. They need to be able to communicate effectively with their coordinators.

Applicants must be full-time students (minimum of 12 credit hours) in good standing with George Fox University for the duration of the time they hold their position. A minimum cumulative GPA of 2.5 is required at the time of application and must be maintained for the duration of the position.

RESPONSIBILITIES

- Meet with the Activities Committee weekly
- Meet with the VP of Activities individually bi-weekly
- Plan and execute all general activities
- Hire and oversee 2 General Activities Coordinators
- Turn in report of each event, due the week following the event to the VP of Activities
- Turn in a year-end report to the VP of Activities
- Attend weekly Activities Committee meetings
- Attend Activities Committee retreats
- Attend all ASC activities
- Abide by all GFU community lifestyle standards as outlined in the Student Handbook

TIME COMMITMENT

- 7-10 hours weekly (additional time required on activity days)
- For payment inquiries, visit the ASC offices