



SPECIAL PROGRAMS COORDINATOR

Activities & Events

DESCRIPTION

This person is responsible to the Special Programs Director and the VP of Activities. The Special Programs Coordinators are responsible for assisting the Special Programs Director with the planning and execution of large-scale events such as Mr. Bruin, Lip Sync, and The Dating Game. They will also be responsible for assisting with the planning of monthly student concerts and assisting in the planning of larger concerts.

QUALIFICATIONS

This person must demonstrate strong leadership and communication skills. They should be able to work well on a team, and they need to be organized and creative.

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 Special Programs Director weekly
- Help plan and execute all of the Special Program events
- Attend all ASC Activities
- Attend the Activities Committee meetings as needed
- Abide by all GFU community lifestyle standards as outlined in the Student Handbook

TIME COMMITMENT

- 3-5 hours weekly (additional time required on activity days)
- For payment inquiries, visit the ASC offices