



ASC SPECIAL PROGRAMS DIRECTOR

Activities & Events

DESCRIPTION

This person is responsible to the VP of Activities. The Special Programs Directors will be part of the Activities Committee chaired by the VP of Activities. The Special Programs Director will be responsible for planning, advertising, executing and budgeting large-scale events such as Mr. Bruin, Lip Sync, and The Dating Game. They will also be responsible for facilitating monthly student concerts and assisting in the planning of larger concerts. This person will chair a committee of 2 coordinators to assist in the planning of these Special Programs.

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 of the special events
- Hire and oversee 2 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