

Job title: ASWSU Global Director of Student Events and Logistics

Hours: Minimum of 10 hours; Maximum of 15 hours a week

ASWSU Global Mission and Values

Our mission is to develop and maintain a supportive leadership organization by serving as advocates for the WSU Global Campus degree-seeking students and their unique non-academic needs and interests through online promotion, WSU employee engagement, and ASWSUG resources.

It's our vision to advocate for and enrich the online learning experience of students located around the world. We provide the vibrant and thriving online Cougar community with in-person and virtual, social and personal enrichment events, students outreach opportunities, academic support services like financial grants, scholarships, and much more.

Job Description

The Director of Events and Logistics facilitates all planning and logistics for ASWSU Global hosted and sponsored event and promotional item distribution throughout their entire term. Drives events from conceptualization, through implementation, and to successful completion, ensuring correct and accurate event information for all registered participants.

Duties and responsibilities

- Responsible for planning student involvement events in conjunction with students, advisors, and departments.
- Maintains the coordination and communication of all event aspects with ASWSU Global Directors and Advisors.
- Support and facilitate ASWSU Global Executive Directors' initiatives and event ideas.
- Oversees and promptly updates master calendar of **all** Global campus events and distributes to Directors regularly.
- Coordinate with the Director of Promotions for all event marketing items and actions via Presence, social media, student newsletter, and possibly print media.
- Work with Director of Communications and Compliance to maintain and create ASWSU Global events [webpage](#) updates.
- Collaborate with Global Connections to maximize marketing efforts for ASWSU Global events utilizing their capabilities and proven results to drive student engagement.
- F Drive student event engagement from registration, count-down reminders, event start alerts, and availability of asynchronous versions through email and communications in partnership with Directors of Promotion and Communication and Compliance.
- Take initiative and action to identify and create student involvement opportunities based on the needs of students.
- Plan and assist with the facilitation of online and in-person student events sponsored by ASWSU Global. Please visit www.online.wsu/aswsug to see various past in-person and online ASWSU Global sponsored events.



- Maintain a running balance sheet of all ASWSU Global promotional inventory, both in stock and distributed. Coordinate all mailing efforts with Advisors to ensure Global campus students receive their promotional items.
- Gather student feedback and record metrics for every ASWSU Global sponsored event. Attend all ASWSU Global sponsored events either in-person or virtual.

Campus & Community Engagement

- Communicate with President and Vice President about student comments and concerns that come to your attention pertaining to WSU Global campus.
- Work with Global Campus administration and other student organizations to plan events and other student involvement or collaboration opportunities.
- Always represent WSU Global Campus in a positive and professional manner, both on and off campus, while serving as the ASWSU Global Director of Communication.
- Uphold and honor the Washington State University and ASWSU Global Mission Statements while serving as the ASWSU Global Director of Communications and Compliance.

Meeting Management & Committee Participation

- Attend all ASWSU Global Executive Board meetings and events, unless previously approved.
- Adhere to all the time requirements pertaining to office hours as specified in the Bylaws
- Provide concise Director report at each Executive Board meeting.
- Meet with President/Vice President on a monthly basis, or more when requested. Serve on committees within or outside of ASWSU Global, as appointed or requested by the President/Vice President.

Qualifications

- Currently enrolled S&A fee paying Global Campus student.
- Able to work and collaborate virtually, with minimal technical difficulties within reason.
- Maintain good academic and disciplinary stand with Washington State University for the duration of the term.
- Able to commit to a full term from April 2022 through May 2023.
- Willing to travel to in-person events and meetings.
- Possesses knowledge of leading and developing a team and maintaining relationships with leaders.
- Possesses excellent time management, communication, and interpersonal skills.
- Exhibits student leadership through the servant leadership model.
- Willing to be flexible with time commitments while maintaining a self-starter attitude.

