

Job title: ASWSU Global Director of Events and Logistics
Hours: Minimum 10 hours per week, maximum 15 hours per week.

Job purpose

ASWSU Global serves as a representative body and voice between students and the faculty, staff, administration and the Washington State University community. ASWSUG's mission is to develop and maintain a supportive leadership organization while advocating for Washington State University Global Campus students and their unique needs and interests; design and facilitate events and informational services to all students; and provide opportunities for students to achieve fuller participation in our campus community through student involvement activities.

The Director of Events and Logistics is the point of contact for all events that ASWSUG hosts and sponsors throughout the year. They will maintain the coordination and communication of all things events from conceptualizing, planning, hosting, and follow up.

Duties and responsibilities

- Responsible for planning student events, in conjunction with students, directors, and departments
- Work with WSU Global to carry out student involvement opportunities.
- Support ASWSUG Executive officers' initiatives and event ideas.
- Provide an updated master calendar of all Global Campus events for directors to refer to and ensure the most engagement.
- Maintain our Presence page event creation in coordination with the Director of Promotions.
- Work with Director of Communications to create and distribute email content and webpage updates to the "Events" page.

Position Description

Campus & Community Engagement

- Represent and advocate for the needs of the entire ASWSUG student body to faculty, staff, administration, and other organizations or affiliated groups
- Work with Global Campus admin and other student organizations to plan events and other involvement/collaborative opportunities.
- 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.
- Plan ASWSUG events such as Paint Night, Wine Down, Graduation Receptions, Student Summit, and virtual events.
- Gather information about events from directors and coordinate execution.
- Attend student involvement event opportunities for other campuses and global connections to promote AWSUG events.
- Assist in the creation and chairing of town halls.

Meeting Management & Committee Participation

- Attend all Executive Board meetings.
- Meet with the President and Vice President once per month, or more as requested.
- Provide reports and event updates at each executive board meeting.

Other

- Serve on committees as appointed or requested by the ASWSUG President/Vice President
- Represent ASWSUG in a positive and professional manner at all times.
- Uphold and honor the ASWSUG Mission and Vision Statements

Qualifications

- Must be able to travel to attend events and other meetings each semester.
- Must be an S&A fee paying enrolled Global Campus student.
- Must demonstrate experience working and collaborating virtually.
- Must be in good academic standing
(minimum cumulative GPA of 2.5 at time of hire and for each semester while employed)
- Must have a demonstrated interest in student leadership.
- In good disciplinary standing with the University when appointed and for the duration of the employment period.
- A flexible schedule will be essential due to meeting schedules and event/program schedules during the academic year.
- Must be able to commit to a term until May 2022.
- Excellent communication and interpersonal skills
- Time management skills
- Self-starter and organization
- Event management experience is a plus