I. **Title:** Quiz Bowl Host

II. **Description/Scope:** The Quiz Bowl Host is responsible for planning, promoting and leading Quiz Bowl and Trivia activities in the University Union.

III. **Supervisor:** Assistant Director of Business and Retail

IV. **Pay Rate:** $8.50/hour
   *Compensation according to the University Union Wage Rate Guidelines (updated summer 2016)*

V. **Time Commitment:** The Host must be available to work during the Quiz Bowl and Trivia events but also requires the Host to do outside research about the events and create questions for the events. This position offers approximately 5-10 hours of work per week.

VI. **Responsibilities:**
   a. Host Trivia and Quiz Bowl events.
   b. Work with Marketing and Promotions team to promote these events.
   c. Recruit teams to participate in events.
   d. Arrive early to the event for setup and preparation.
   e. Gather questions through research and purchase.
   f. Assist with choosing and purchasing prizes.
   g. Ensure that events follow the Association of College Unions International (ACUI) guidelines.
   h. Other duties as assigned by the Promotions Team Coordinator or the Assistant Director of Internal Support.

VII. **Qualifications:**
   Knowledge of campus events, programs and Union services is necessary. Excellent communication, organizational, investigative and written skills are required. The Host must be flexible, creative and comfortable working with a variety of people. Past experience with event programming is preferred.

   **All University Union employees must be enrolled in at least 6 undergraduate or 5 graduate credits per semester while maintaining a minimum cumulative GPA of 2.5 and have a minimum of 4 semester of schooling left at time of hire.**

Updated: 05/16

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