Event Support Staff

Job Description

I. **SCOPE OF RESPONSIBILITIES:**

The event support / programmer position encompasses both creating and implementing innovative and trendy programming initiatives.

The mission is to enhance the quality of student life on campus during peak student social interaction times. The programs run fluidly throughout the semester with many taking place during after school hours. Student input, planning and participation are key to its success.

Examples of programming areas are: movies, crafts, dance or sport like activities, games or tournaments, music, comedy, promotions, food, etc.

Programmers report to the designated Program Coordinator in the Student Engagement Center.

II. **SPECIFIC RESPONSIBILITIES**

A. Specific Responsibilities of the Programmers:

1. Work at least 5 events per semester (flexible times)
2. Attend Biweekly meetings/brainstorming sessions
3. Attend mandatory training sessions at the start of each semester. (2 hours)

B. General Responsibilities of a Event Support / Programmer:
1. Be upbeat, approachable, and welcoming to fellow students in your area of programming the day of an event.
2. Oversee the execution and implementation, of your program area.
3. Communicate with peers to know what they want and program accordingly.
4. Be open to communication (emails) outside of work schedule.
5. Program according to the mission, purpose, and values of the university.
6. Help promote all up-coming events.
7. Maintain good communications and relations with the Student Engagement Center
8. Assist with SEC or University programming if opportunity arises.

III. **QUALIFICATIONS AND SALARY:**

All University of Wisconsin-Green Bay Student Engagement employees are required to be enrolled for at least 6 undergraduate or 5 graduate credits per semester with a minimum cumulative GPA of 2.0.

Successful applicants will possess excellent interpersonal and communication skills (written and verbal), strong decision-making skills, and good judgment. A record of co-curricular participation/campus involvement programming experience preferred. Successful applicants will display enthusiasm, creativity, a positive attitude, and a willingness to learn.

This is an hourly position with a starting wage of $12.50 per hour.