Event Support / Programmer
Job Description

I.   SCOPE OF RESPONSIBILITIES:

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

The mission of UWGB Nites is to enhance the quality of student life on campus during peak student social interaction times. The program runs once a month on a Friday from 8:00 pm – 11:00 pm. 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 Office of Student Life.

II.   SPECIFIC RESPONSIBILITIES

A.   Specific Responsibilities of the Programmers:

1. Work at least 2 out of the 3 Friday night events each semester. (6:00 pm – Midnight)
2. Attend the monthly brainstorming meeting. (1 hour)
3. Attend mandatory training sessions at the start of each semester. (2 hours)

B.   General Responsibilities of a UWGB NItes Event Support / Programmer:
1. Be upbeat, approachable, and welcoming to fellow students in your area of programming the night 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 Office of Student Life.
8. Assist with OSL or University programming if opportunity arises.

III.   QUALIFICATIONS AND SALARY:

All University of Wisconsin-Green Bay Student Life 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.

Applicants must have completed at least one semester of full-time enrollment at UW-Green Bay or have served in a programming position at another campus.

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 $8.00 per hour.