

**University Honors Program, Events Coordinator
Position Description (\$12.50/hour)**

Job Purpose: Under the supervision and direction of the University Honors Program (UHP) Associate Director, the Events Coordinator serves as the lead student coordinator for large-scale UHP events. They are responsible for task-management of large events and coordinating with UHP professional and student staff. The Events Coordinator must possess time management skills, a collaborative and inclusive personality to complete complex assignments that require specialized knowledge and experience related to project management.

Job Description:

This position is a Spring 2019 through Spring 2020 commitment, including Summer 2019. It is open to current second- and third-year University Honors Program students in good standing, with preference given to those who do not currently hold another paid campus employment position. UHP is an academic program designed to enrich the diverse needs of academic and socially conscious students who are high achieving and show high potential, through rigorous interdisciplinary opportunities, which foster active and collaborative learning, and engage contemporary and enduring issues. The Project Manager duties include, but are not limited to:

Responsible for:

1. Project/task management and event coordination of UHP events including, but not limited to, recruitment events, graduation events, orientation/welcome events, alumni events, and student community building activities.
2. Event coordination and planning for October 2019 Honors 50th Celebration: participation in the Honors 50th planning committee meetings, assist with event logistics planning throughout Spring and Summer 2019, assist with pre-event communications to current students and alumni, and assist with execution of event.
3. Coordinate the development and/or implementation of program workshops, events, or extra-curricular activities that may include: recruitment and solicitation of speakers; preparing and delivering icebreaker activities; hosting training and informational opportunities.
4. Liaise with on-campus staff, faculty, and administrators to coordinate events, source and price vendors, and work with program staff to secure vendors and participants.
5. Develop useful ways to communicate important UHP information for students, alumni, and the general public when appropriate, through multi-media platforms, such as electronic newsletters, online videos, online surveys, flyers, etc.
6. Attend weekly student staff meetings that maintain an agenda, timeline, and comradery.

7. Review or assist in data entry processes that may include: distributing, collecting, and witting up basic survey analysis related to program events.
8. Provide administrative support that may include: preparation of event materials as outlined by facilitators; monitoring student program registration and event participation; supporting general office duties such as front-desk reception and customer service, answering phones, filing, making photocopies, retrieving daily mail, updating social media, monitoring supply inventory, researching, and other duties as assigned.
9. Maintain a basic knowledge and understanding of honors requirements.
10. Uphold regular, consistent, and professional communication with the Associate Director.

Job Requirements

Requirements for the Events Coordinator position are as follows:

1. Enrolled undergraduate honors student in in good program academic standing.
2. Availability to work 10-15 hours per week; combination of days and a few evenings
3. Dedicated to diversity, equity, and inclusion that fosters a sense of belonging; upholding the UC Davis Principles of Community.
4. Lead independently or as part of a team on specialized projects and during events. Must also be able to effectively work with deadlines and produce work quickly.
5. Organized with an attention to detail; produce highly accurate work and model a strong work ethic.
6. Attend mandatory weekly student staff meetings during the academic year.
7. Maintain strong communication skills, including a willingness to engage in public speaking and promote and encourage participation in educational programs.
8. Maintain a positive work environment and be able to demonstrate a flexible and professional work ethic.
9. Flexibility to arrange extra-curricular activities to best support the program.
10. Knowledge of and/or experience with professional etiquette and office tasks, including professional dress code and appearance, customer service and front-desk reception, telephone usage, data entry, filing, facility set-up, and general operation of office equipment (fax, copy, and computer).
11. Ability to lift and move boxes or furniture weighing up to 30lbs.
12. *Highly preferred, but not required:* Experience with event planning and coordination, effective interpersonal communication skills, and a servant leadership disposition.