Sophomore Escape Event Student Coordinator

The Office of Student Activities is looking to hire **an exceptional student event planner** to help coordinate planning for the annual Sophomore Escape Event and lead the Sophomore Escape Student Planning Committee. We are looking for a motivated leader with experience coordinating small groups, in addition to experience in event and program planning. This person will be responsible for recruiting student participation, leading committee meetings, encouraging faculty and staff engagement, and planning an event specifically geared towards second year students. In addition, this person will help promote and market the Sophomore Escape to sophomore students. This position will report to the Assistant Director of Student Activities and Coordinator of Clubs and Organizations.

Job Responsibilities

- Recruit students to participate in the weekly Sophomore Escape Planning Committee
- Help lead the Sophomore Escape Committee: coordinate meeting times, delegate tasks, research event venues and ideas, possible performers, and potential give-away items, schedule members at events, etc.
- Ensure members of the committee are kept up-to-date with Sophomore Escape promotion through good communication.
- Help update, revise and review essential Sophomore Escape advertising and promotion materials.
- Recruit faculty and staff to participate in or attend the event.
- Promote and market the Sophomore Escape event through various advertising techniques.
- Help facilitate in the evaluation of the Sophomore Escape committee and the event.

Qualifications

- Must commit to working October 2013 through March 2014.
- In addition to daytime hours, be available to work evenings & weekends, especially the night of the Sophomore Escape event (typically the last Friday in February)
- Must have previous experience leading small groups.
- Access to transportation.
- Must possess strong leadership and communication skills.
- Must be detail-oriented and possess strong organizational skills.

Time Commitment and Availability

- This varies based on the student's experience. Anticipate a minimum of 3 to 5 hours per week, including, but not limited to: one weekly hour meeting with Assistant Director, a weekly meeting with the Sophomore Escape Committee, preparing for committee meetings, tabling and promoting the Sophomore Escape event, ordering necessary supplies/decorations, delegating tasks to the committee members and other responsibilities as they arise.

If you are interested in the position please contact Megan Jung in the Office of Student Activities at jung@up.edu.