

INFORMATION FOR COORDINATOR FOR HOUSE EVENTS APPLICANTS

This packet contains the following materials:

- a. information sheet
- b. application form
- c. application questionnaire
- d. job description for the current year

QUALIFICATIONS

We are seeking applicants who show evidence of strong interpersonal, communication, leadership, and organizational skills. This is a full year position and candidates must be able to commit themselves for both semesters. Applicants should be familiar not only with the house social system at Smith, but with all aspects of student social life. Applicants should be able to communicate effectively with members in the Office of Residence Life, various offices on campus and student leaders.

APPLICATION

Please fill out the application form and questionnaire carefully. Completed applications are due in the Office of Residence Life, Clark Hall 101, by 4:00 p.m., Thursday, April 9, 2009.

REFERENCES

You are asked to supply references from two people whom we can call to speak on your behalf in relation to the position. We are most interested in information regarding:

- your ability to provide leadership among your peers
- your personal strengths
- your ability to communicate openly with your supervisor
- your administrative and organizational skills

SELECTION PROCESS

The selection process has two parts:

Part I - Application and questionnaire

Part II - Individual Interviews

NOTIFICATION

Final selection will be completed by April 24, 2009, if not sooner. All applicants will receive a notification letter.

If you have any further questions regarding the application process, please contact Hannah Durrant, Assistant Director of Residence Life at (413) 585-4940, hdurrant@smith.edu or Norma Cruz, Coordinator of House Events at (413) 585-4958, ncruz@smith.edu.

**Coordinator of House Events
2009-20010**

Name _____

Phone extension _____

Class Year _____ House _____

Box number _____

Current/Former House Leadership Positions? (if yes, please list):

Please list position, year & house for each:

REFERENCES:

Please read carefully the job description before selecting your references. Two references that can currently be telephoned and can speak to your ability to work effectively, efficiently and to communicate well would be most beneficial.

	NAME	POSITION/RELATION	PHONE
1.	_____	_____	_____
2.	_____	_____	_____

Only those individuals involved in the selection process will read all applications, resumes, questionnaires, and references. *By submitting this application, you agree to give the Office of Residence Life permission to review your academic transcripts and judicial records.*

PLEASE RESPOND TO THE FOLLOWING:

Academic and other plans (e.g., work, extracurricular) for 2009-20010:

Have you ever been subject to either social or academic disciplinary action at Smith College? If yes, please explain.

Special interests and extracurricular activities you've been involved in at Smith:

Work experience (summer, campus, other): **Please attach a resume and highlight relevant experiences below.**

Coordinator for House Events Application Questionnaire

Please type your responses on separate sheets of paper, clearly indicating the question you are answering and attach it to this page.

Respond to all of the following questions. Write No More Than One Page Per Question.

1. Why do you want to be the Coordinator for House Events (CHE) and what experiences and/or skills will you bring to this position?

2. You will be working with many groups of people invested in the social system, (social chairs, Area Coordinators, HPA, etc.). As a key person within the teams, what will you bring to the teams to facilitate their success? What are your hopes regarding how the teams work together?

3. In looking forward to the upcoming year, what do you hope to accomplish as a CHE? (What are your goals?) How would you go about pursuing them?

4. How would you go about expanding the variety of social opportunities offered within the house/campus, improving upon event management, increasing student's understanding of college guidelines, and increasing social chairs participation in the social system i.e. meetings, committees, etc?

COORDINATOR FOR HOUSE EVENTS POSITION DESCRIPTION 2009-2010

The Coordinator of House Events (CHE) maintains all of the organizational and administrative aspects of House Social System operations on campus, including the scheduling of social events sponsored by the house social chairs. The CHE reviews and updates the *House Events Guide* and initiates policy and procedural changes for the betterment of Social System operations and event management. They work closely with the Social Chairs, House Presidents, Assistant Director of Residence Life, Area Coordinators, Director of Residence Life, Director of Student Activities and the Campus Center, Assistant Director of Student Activities, Public Safety, the Head of Student Organizations and other appropriate student committees for planning social events.

Duties and Responsibilities:

Coordinate the scheduling of social events sponsored by the house social event coordinators and other house leaders. In this capacity, this person will have the following responsibilities:

1. Register student social events sponsored by houses. Update and distribute weekly social events calendar to the administrative offices and house social chairs.
2. Act as a resource person to students planning social events particularly regarding the various offices who assist with sound equipment, furniture moving, food and beverages, etc.
3. Resolve problems related to scheduling of student social events, such as space registration and contracts by working closely with Scheduling Office, Student Government Office, Facilities Management, Building Services, Dining Services and the Office of Residence Life. Share concerns and discuss issues with the Assistant Director of Residence Life, the Area Coordinators, and the Director of Student Activities.
4. Hold 6 hours of office hours in the Office of Residence Life, Clark Hall 101, throughout the week for scheduling, meeting with students and responding to telephone calls, coordinating of campus social events, preparation of reports, a supervisory meeting and office work.
5. Work closely with area coordinators and the Assistant Director of Residence Life, the Director of Residence Life, the Director of Student Activities and Public Safety in planning for weekend parties and anticipating potential problems. Coordinate with Rec. Council, the Head of Student Organizations and other appropriate student committees who plan social events.
6. Review and update *The House Events Guide*. Initiate policy and procedure changes for the betterment of Social System operations and event management.
7. Maintain e-mail distribution lists, enforce attendance policy at monthly meetings, and maintain a current file of all registered and trained ID Checkers, Bartenders, House Social Event Coordinators, House Presidents, and House staff.
8. Serve as the Chair of the Campus Pool Committee. The main responsibilities of the Campus Pool are reviewing applications for funds, allocating funds, and working to make Campus Pool a diverse source of funding for houses to provide new and innovative programs to foster house community.
9. Uphold and understand the social life policies and procedures and other college policies as it pertains to Social Events written in the *Smith College Handbook* and *The House Events Guide*. Assist in enforcing the guidelines of the American Disabilities Act.
10. Serve as a member to Ad-hoc committees surrounding House Social Events, as relevant and appropriate.

Learning and Experience:

1. Learn current best practices in higher education for the planning and management of large and small scale social events.
2. Study and practice the art of negotiation between student groups and individual students.
3. Develop an understanding of various federal and state regulations and college policies concerning alcohol policies and the American Disabilities Act, which the students of the college must follow.
4. Learn to work efficiently and with limited resources and manage conflict within the scope of their responsibilities.
5. Learn to manage a large budget and to allocate funds fairly.
6. Learn to manage many projects at once under deadlines and accomplish the goals set forth in alignment with the values of the Office of Residence Life.

Supervision:

1. Weekly supervisory meetings with the Assistant Director of Residence Life.
2. Additional opportunities for feedback from House Social Event Coordinators and college staff.
3. A written performance evaluation with a follow-up meeting will be completed at the end of the fall semester.

Strengths:

1. Opportunity to work independently and assume responsibility for important decisions.
2. Flexibility in hours, which are arranged for the convenience of students and various college offices.
3. Opportunity to observe the administration from the inside and gain insight into priorities and to determine most effective ways to accomplish goals and duties.

Particular Merits/Educational Value:

The Coordinator of House Events position allows students to gain a great deal of supervisory, management and organizational experience under the close supervision of the Assistant Director of Residence Life. With close supervision, a student is able to take on a great deal of responsibility within an area of administration that greatly impacts student social life on the Smith Campus. Through this position, a student interacts with many administrative offices and with the leaders of the residential houses. This year long position allows students to develop a variety of professional skills that will assist in event planning, office management and general supervisory positions.

Compensation: \$8.50/hr

Must be able to be flexible for handling problems when they arise.

Position Schedule:

6 Office Hours held in the Residence Life Office
6 Floating Hours for various meetings and trainings, including, but not limited to supervisory meetings, House Social Event Coordinator training sessions, and other social system meetings.
Average 12 hours/week