

COORDINATOR FOR HOUSE EVENTS POSITION DESCRIPTION 2020-2021

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 HSECs. 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 HSECs, House Presidents, Assistant Directors of Residence Life, Area Directors, Director of Residence Life, Director of The Office of Student Engagement and the Campus Center, Assistant Directors of The Office of Student Engagement, Campus Police, the Student Event Committee and other appropriate student committees for planning social events.

Duties and Responsibilities:

Coordinate the scheduling of social events sponsored by the HSECs 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.
2. Act as a resource person to students planning social events particularly regarding the various offices who assist with 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 Events Management Office, Student Government Office, Facilities Management, Building Services, Dining Services and the Department of Residence Life. Share concerns and discuss issues with the Director of Residence Life, Assistant Directors of Residence Life, Area Directors and the Director of the Office of Student Engagement.
4. Hold 6 hours of office hours in the Department 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 directors, assistant directors and Director of Residence Life, the Director of the Office of Student Engagement and Campus Police in planning for weekend events and anticipating potential problems. Coordinate with Student Event Committee 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 meetings, and maintain a current file of all registered and trained ID Checkers, Bartenders, HSECs, 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 Department of Residence Life.

Supervision:

1. Weekly supervisory meetings with the Director of Residence Life.
2. Additional opportunities for feedback from HSECs 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 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: \$12.75/hr

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

Position Schedule:

5 Office Hours held in the Residence Life Office

5 Floating Hours for various meetings and trainings, including, but not limited to supervisory meetings, HSEC training sessions, and other social system meetings.

Average 10 hours/week