

Social Coordinator Job Description:

Social Coordinator is in charge of planning and implementing social programs that include major programming weeks/contracted events.

Requirements:

- Overall GPA of 2.75 or higher
- Maintain a minimum of 6 credit hours
- Good academic and student conduct standing

Individual duties include:

- Responsible for planning and executing all events assigned to one's Programming position.
- Maintain and abide by COVID regulations while planning/running programs.
- Practice sound fiscal processes with the CAB budget.
- Participate in student work evaluations as scheduled each semester.
- Assist Student Life and the Dean of Students Office with other events as needed.
- Complete other duties as assigned by the Director or CAB Advisor.
- Create marketing materials to be used in approved areas.
- Complete weekly office hours
- Attend Summer/ Winter training and retreats
- Work with constituents on campus (Administration, Athletics, Campus Café, Housing etc.) to make sure events are well thought out, collaborative, and successful.

Social Coordinator is responsible for the following events:

1. Work with CAB members and volunteers in planning and executing events during all major programming weeks.
 - Week of Welcome (August and January)
 - Freak Week (October)
 - Spring Fling (April)
2. Movie Nights and other contracted events

