# Northwestern | Norris University Center

## Event Planning Student Coordinator

Position Description

The Event Planning Student Coordinator is essential and a key support student member who is responsible for various event planning tasks and communication for student organizations and university departments within the Event Management Office.

Human Resource Details

Shifts 8-12 hours/week: Monday-Friday; 8:30 am – 5:00 pm

Starting Wage: 14.00/hour

Reports to: Event Planning Student Supervisor, Event Planning Coordinator

Essential Functions

The Event Planning Student Coordinator reports directly to the Event Planning coordinator. This position is responsible for assisting students, departments and campus offices in planning, coordinating and executing successful events. Specifically, the coordinating of events for student organizations, regular meetings and special events are the duties of this position. The Coordinator will manage online room reservations, update online request forms as need be, and assist with event reservations and client communication via email, phone, and walk-ins. Supporting the Event Planning Staff with administrative and operational projects, taking reservations, copying, answering phones are important part of this position, as well as other clerical and administrative tasks that may be assigned from time to time.

The Event Planning Student Coordinator responsibilities include attending Event Planning meetings as needed. Also, the Student Coordinator must participate in an all-staff training, and be subject to yearly reviews by the Event Planning Coordinator. Participation in a pre-year, mid-year, and post-year learning assessment, and attendance at staff development and advancement throughout the academic year are required.

Minimum Skills and Qualifications

- o Current Northwestern University Student
- o Fine attention to detail, professionalism, dependability, and communication skills
- o Exceptional decision making, organization, and planning skills

- Ability to work independently