AS Fall Info Fair Coordinator

Associated Students  $15.35/hour  15-30 hours/week
2 Quarters: Summer, Fall

This position begins the start of Summer quarter and ends during Fall Quarter with the following cap on hours per month: June = 15 hours, July = 75 hours, July = 75 hours, August = 75 hours, September = 120 hours, October = 40 hours

ABOUT THE OFFICE

This position is supervised by the Club Activities Manager and is a representative of the Associated Students (AS) as a whole. The AS is designed and run by students and encourages a fulfilling academic experience through services, facilities, and programs.

By providing networking and leadership opportunities, the AS helps students define themselves, find allies in the community and engage in their university surroundings.

ABOUT THE POSITION

This position is responsible for the planning and administrative duties with the annual AS Fall Info Fair event which happens the Monday and Tuesday of Welcome Week. This position provides customer service and leadership to the AS, campus, and Bellingham community participants of the fair, throughout the summer and on both days of the event. After the event, the position works to close out the event, conduct a survey and leave a detailed legacy document.

OFFICE RESPONSIBILITIES

- Answer email and phone calls about the Fall Info Fair and refer questions to appropriate resource
- Serve as a general resource regarding the VU LACE and Club Hub offices

POSITION RESPONSIBILITIES

- Detailed event planning of the traditionally outside event including alternative plans for online, hybrid, or rain plans
- Chair a planning committee of student and professional staff
- Manage event logistics including complex event operations, revenue generation, marketing, and communications to several constituents
**REQUIRED QUALIFICATIONS**

- Maintain a minimum credit load during full term of position:
  - Undergrad: 6 credits
  - Grad: 4 credits
- Maintain a minimum of 2.0 GPA.
- Ability to complete entire term of position.
- At the time of hiring, be eligible for employment in the U.S.

**PREFERRED QUALIFICATIONS**

- Experience in complex event planning and execution including balancing excessive demands under stressful circumstances
- Basic knowledge of the Associated Students offices, Ethnic Student Center, and clubs and how those areas connect to the larger campus and local community
- Experience in customer service including handling complaints in a professional manner
- Effective organizational and time management skills
- Ability to problem solve and work independently, and within deadlines
- Demonstrated ability to work collaboratively and communicate with people of diverse backgrounds and opinions
- Basic organizational budget planning and management
- Ability to identify and work on removing inequities, barriers to access, and forms of oppression that may be present in the programming or services related to this position

*This job description is subject to change in accordance with the AS Personnel Policy. The Associated Students is an Equal Opportunity Employer. Revised January 2021 by Personnel Director.*