

UNIVERSITY CENTER PROGRAM COUNCIL



Event Coordinator Job Description

The University Center Program Council offers 5 Event Coordinator positions. These positions will be selected during the spring semester. Occasionally, positions will be available during the school year.

UCPC Event Coordinators are responsible for:

- Attending weekly Program Council Meetings
- Attending special meetings, leadership retreats, conferences, and workshops as scheduled
- Reporting on all event activities and actions related to the Program Council
- Assisting in setting goals, policies, and procedures for the operation of the Program Council
- Keeping General Members informed of meetings and Program Council activities
- Overseeing planning, coordination and presentation of events for the Angelo State University campus
- Under staff supervision, maintaining a master file of all events
- Maintaining a minimum of 10 office hours per week including the Program Council Meetings
- Delegating tasks from each event to the general members

Students seeking an Event Coordinator position must meet the following minimum qualifications:

1. Must be enrolled at ASU in at least 12 semester hours (6 hours for a graduating senior or Graduate student)
2. Must have and maintain each semester an overall grade point average of 2.0 or better on all course work attempted (3.0 if a graduate student)
3. Must not be on disciplinary probation.

Preferred Qualifications are as follows:

- Previous experience with UCPC or event planning
- Ability to take initiative and work with little supervision
- Strong written and verbal communication skills
- Available to work for UCPC during the summer
- Exhibits a high level of professionalism
- Strong leadership & organizational skills

The application for the UCPC Event Coordinator Position may be found at www.angelo.edu/org/ucpc/employment.

FMI: 325-942-2062 or ucpc@angelo.edu