### General Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Event Specialist</th>
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<tbody>
<tr>
<td>Pay Rate/Authorized Hours:</td>
<td>B-4 $9.55/hr. 20 hrs/week</td>
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<tr>
<td>Direct Supervisor:</td>
<td>SGATO Programs Coordinator</td>
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<tr>
<td>Employment Length:</td>
<td>Varies by Position</td>
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| Branch: | Executive |
| Position Type: | Part-Time |
| Possible Travel: | Yes |
| Working Over Authorized Hours: | Yes with prior written authorization |

### Job Description

The Event specialist is responsible for the execution of all student government programs and services. They are responsible for coordinating with other departments on programs but are ultimately responsible for the execution of all SG programming unless instructed otherwise.

**ROLE AND RESPONSIBILITIES**
- Work effectively with Director of Programming and other Event Specialist to execute all of Student Government’s programming
- Planning of all projects, events, and initiatives
- Creation of formal proposals and plans for event execution
- Be present at all meetings, events, and initiatives
- Perform any other duties as necessary and proper to execute the initiatives of the Executive Branch
- Facilitation of a cohesive and efficient working environment within Team Programming.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**
- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for Undergraduate students and 3.0 GPA for graduate students.
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree-seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion.
- Must have the ability to set and maintain consistent deadlines
- Should have event planning skills, with event planning experience
- Strong writing, speaking, listening skills
- Strong time-management skills.
- Creativity/willingness to learn and ability to think critically and logically in any given situation
- Experience in office setting and/or corporate working environment; display business etiquette
- Must be knowledgeable in Microsoft Office
- Must be able to think critically and logically in any given situation.
- Experience working within a Team Dynamic.
- Ability to take initiative in the workplace and create strategic goals.
- Ability to lead a team and create a friendly and efficient setting.

**WORKING CONDITIONS**

20 hours a week in an office environment. May have to travel within the state and on campus for Student Government conferences and meetings.

*This information is not designed to be a complete inventory of the job’s duties, responsibilities, and qualifications. Rather, it’s designed to give the general nature and level of work to be performed by employees assigned to this job title.* — Last Updated: May 24, 2017