



The Student Events Team is a student-led organization that produces fun, interactive, educational events where students make lifelong memories and celebrate their Maverick pride.

Dear Applicant,

On the website you will find an application link and files containing Student Events Team Board position descriptions. If after reviewing this packet you have any questions or need help completing applications, please stop by the Student Events Team Office (CSU 173) or call the Student Activities Office at (507)389-6076.

**Applications Accepted By:**

Online at <https://mankato.mnsu.edu/university-life/activities-and-organizations/student-events-team/board-applications/>  
or <https://bit.ly/35auo68>

**Application must be received by Monday, February 20th at 11:59 PM.**

If your application is selected, you will be contacted to set up an interview time.

- Candidates might be required to participate in a group interview
- Individual 15-minute interviews will be scheduled

Once you arrive for your individual interview, please wait outside of the meeting room. You will be directed by a member of the Student Events Team Board into the meeting room once they are ready for you. You will have 15 minutes for the interview which will consist of 10-13 questions. Examples include:

- Post leadership experience
- Why you want to be on the Student Events Team Board
- What you can bring to the team and the position you are applying for (i.e. leadership style, motivational and organizational skills)
- Strengths and weaknesses

There will be five minutes set aside in each individual interview so you may ask questions of the group.

Good Luck,

Ryan Leistikow

Student Events Team President

[Ryan.leistikow@mnsu.edu](mailto:Ryan.leistikow@mnsu.edu)

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## Positions Available

 <p><b>Mavericks After Dark</b></p>	 <p><b>Concert Productions</b></p>
 <p><b>Special Events</b></p>	 <p><b>Maverick Traditions</b></p>
 <p><b>Homecoming Competitions</b></p>	 <p><b>Education Entertainment</b></p>
 <p><b>Stomper's Cinema</b></p>	 <p><b>Vice President + Online Events</b></p>
 <p><b>President - Business Manager</b> <b>Public Relations - Social Media &amp; Marketing</b></p>	



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## The criteria below apply to all positions:

### GENERAL DUTIES:

- Meetings:
  - 1 hour weekly Tuesday's @ 4 meeting
  - 1 hour weekly Student Events Team Board meeting
  - 1 hour weekly one-on-one meeting with advisor
- Attend and facilitate weekly committee meetings, including agenda creation, group bonding, program selections, delegation of tasks and responsibilities, leadership and skill development, and team member coordination at events
- Attend Winter/Spring & Summer/Fall Student Programming Leadership retreats
- Attend and support Student Events Team events when requested. Notify leadership of absence at least 48 hours prior to each event
- Work with advisor to evaluate, plan, and promote assigned events
- Consistent evaluation of programs and projects to meet with mission and vision of the Student Events Team
- Responsible for completing the necessary Student Activities Office reports: event evaluation, program proposal, event checklist, Special Event Checklist, PR Request form. etc.
- Work with the PR chairs to create press releases and media alerts
- Work with CSU graphic designers on developing posters and special promo items for events
- Report all the financial activities to the Business Manager on a timely manner. This include sending copies of receipts before submitting them to the Accounting Department
- Sensible and effective usage of the budget to provide programming and services to the campus with the goal of a \$0 balance by the end to the spring semester
- Adherence to all University and Student Activities Office polices
- Recognition that the primary responsibility of each member is to the student
- Other duties assigned

### MINIMUM QUALIFICATIONS:

2.5 Cumulative GPA, Experience with student programming, Ability to meet communication and meeting requirements throughout summer term.

### OTHER CONSIDERATIONS:

Possesses the ability to motivate others, delegate tasks to others, and set deadlines for completion of tasks. Effective interpersonal communication, including written and oral communications. Flexible with programming objectives. Experience with budgeting and fiscal management. Possesses the ability to role model appropriate behavior both on and off-campus, has experience with leadership skills and competencies. Has the ability to work with other campus organizations including, but not limited to, athletics, alumni association, president's office, campus recreation, physical plant, parking, security, and fraternities/sororities. Remains objective during times of stress and adapts to public speaking (including large profile interviews). Holds the ability to plan, strategize, and process large events. Thoroughly complete tasks on time.

Preference for presidential position is given to those with prior experience in an elected role within the Student Events Team



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