



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.

Job Title:	Vice President	Contact:	Tyler Pickel
Department/Group:	Student Events Team	Email:	tyler.pickel@mnsu.edu
Location:	Student Activities, MNSU	Travel Required:	Yes-10% (In town Driving)
Stipend/Year:	\$4,500	Position Type:	Student Leader/Internship
Number of Hours/Week:	11 Hours (4 Meetings, 5 In-Office, & 2 Flexible Hours)	Date Posted:	January 25 th , 2022
Will Train Applicant(s):	Yes	Posting Expires:	Until Filled
Duration of Training:			
Date of Appointment	07/1/2022-04/25/2023		
Applications Accepted By:			
Online at https://www.mnsu.edu/university-life/activities-and-organizations/student-events-team/board-applications/			

Job Description

POSITION SPECIFIC ROLES AND TASKS:

- Serve as the Vice-President of the Student Events Team
 - Run meetings in the absence of the President
 - Serve on the “Lead Team” for conduct and performance issues
 - Assist President with presidential duties
- Lead the recruitment effort of new team members
 - Including, but not limited to, informal and formal styles of recruitment
 - Update and manage InvolveU page (Presence)
 - Work with President to organize recruitment efforts
 - Three in Fall Semester
 - Two in Spring Semester
 - Organize, at minimum, two tabling opportunities per month
 - Coordinate two student group “exchanges” per semester
 - Coordinate with Summer Coordinator on summer direct mailers, emails, and Welcome Week recruitment
 - Coordinate Spring semester recruitment event
 - Work with marketing chairs to form a recruitment marketing plan
- Actively provide opportunities to build committee membership and development including but not limited to leadership opportunities, delegation of tasks and responsibilities, skill development, and committee participation
- Host 3 online events per semester in both Fall and Spring semesters
 - Online engagement should be tailored to engaging off-campus students
 - Event may include, but not limited to trivia, bingo, raffles, etc.
- Aid with elections
 - Work with President to develop a recruitment plan
 - Serve in place of President (if eligible) when President is not eligible to run elections
- Work with President, Business Manager and advisor on budget presentation and preparation.
- Create day of plan including volunteer coordination, event logistics, ticket sales, and other details.
- Manage a budget including spending, tracking, fundraising, and balancing

GENERAL DUTIES:

- Meetings: 1-hour weekly Tuesdays @ 4, 1-hour weekly board meeting, and 1-hour weekly one-on-one with advisor
- Attend Winter/Spring Retreats
- Lead, guide, and train assigned Team Lead (if applicable)
- Attend and facilitate weekly committee meetings (if applicable)
- Complete all required forms such as, but not limited to, PR requests and Special Event Checklists (SEC)
- Attend and support Student Events Team events when requested (all-hands-on-deck events)
- Work with advisor to evaluate, plan, and promote assigned events
- Adherence to all University and Student Activities policies
- Recognition that the primary responsibility of each member is to the student
- Other duties as assigned

MINIMUM QUALIFICATIONS:

2.5 Cumulative GPA, Experience with student programming preferred, 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.

**Stipend is subject to increase.