



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:	President	Contact:	Ryan Leistikow
Department/Group:	Student Events Team	Email:	Ryan.leistikow@mnsu.edu
Location:	Student Activities, MNSU	Travel Required:	Yes-10% (In town Driving)
Stipend/Year:	\$4,725**	Position Type:	Student Leader/Internship
Number of Hours/Week:	11 hours (3 Meetings, 5 In-Office, & 3 Flexible Hours)	Date Posted:	January 9 th , 2023
Will Train Applicant(s):	Yes	Posting Expires:	February 20 th , 2022
Duration of Training:	03/13/2022-04/18/2023 (4 hours per week)		
Date of Appointment	04/18/2023-04/12/2024		

Applications Accepted By:

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

Job Description

POSITION SPECIFIC ROLES AND TASKS:

- Represents Student Events Team in the university and serves as the liaison for board members.
- Order Board and Team Lead shirts, lanyards, and name tags.
- Plan and run weekly Tuesday at 4 meetings:
 - Prepare weekly Power Point presentation
 - Coordinate Team Member leadership training and external office visits.
 - Organize induction Ceremony
- Plan and run weekly Board meeting:
 - Send out agenda to board, advisor, and graduate assistant prior to board meeting
 - Request agenda items from board members prior to agenda being set
- Plan retreats.
 - Research and select retreat sites
 - Develop retreat agendas
 - Research and contact special speakers about leadership development
 - Coordinate transportation and meals
- In charge of Board Member and Team Member initiatives
 - Plan one Board Member social per semester
 - Plan one Team Member social per semester
 - Other team member recognition initiatives
 - Conduct invitations, “Thank you” and “Sorry I missed you” post cards.
- Attend the National Association of Campus Activities regional conference with the newly elected board. Responsibilities including but not limited to:
 - In charge at NACA
 - Coordinate all convention site meals

- Lead the break outs
- Collect graphic designs for NACA competition
- Attend Block booking sessions
- In charge of elections. Responsibilities including but not limited to:
 - Create or update board member applications
 - Create or update questions for interviews
 - Advertise and recruit to potential applicants
 - Serve as election committee president
 - Notify the candidates of the committee's decision
- Plan end of year banquet. Responsibilities including but not limited to:
 - Invite major university administrators at the beginning of the spring semester
 - Review and approve nomination categories
 - Select and distribute invitations
 - Make program plan
 - Coordinate food and drinks
 - Make certificates for committee members recognizing how long they've been in the group
- Submit and complete Meet the Team and Board Election graphics.
- Manage a \$160,000+ budget including spending, tracking, fundraising, and balancing.
- Work with Business Manager and advisor on budget presentation and preparation.
- Facilitate fund allocation process for the Student Events Team following allocation of SAC funds.

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. Preferred experience in an elected position within Student Activities.

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

**All stipend payments are pending funding approval