



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:	Public Relations	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:	\$3,000.00**	Position Type:	Student Leader/Internship
Number of Hours/Week:	8 Hours (4 Meetings & 4 In-Office)	Date Posted:	January 9 th , 2023
Will Train Applicant(s):	Yes	Posting Expires:	February 20 th , 2023
Duration of Training:	03/13/2023-04/18/2023 (4 hours per week)		
Date of Appointment	04/18/2023-04/23/2024		

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:

- Maintain Student Events Team website, MavLife, YouTube, and InvolveU on a weekly basis
- Actively recruit new members, followers, and likes on social media
- Manage VIP texting system
 - Ensure the team is complying with intention of keeping texts incentive focused
- Add events on the following calendars: InvolveU, Campus Events Calendar, and Teams calendar when needed
- Meet once a semester with The Reporter, KMSU, and CSU marketing staff to network and maintain relationships
- Attend Student Government meetings at least once a month and update the senate on the team
- Complete press releases and media alerts for team events and Student Events Team branding. Create and distribute all press releases and media alerts in a timely manner.
- Create and order yearly Student Events Team Scrapbook
- Develop a slideshow of photos from the year for team banquet at end of Spring semester
- Reserve and manage table tent reservations in Campus Dining Facilities
- Work with Marketing and Social Media chair to develop a marketing plan for each semester
- Actively communicate with board members to ensure proper event promotion
- Maintain, update, and research promotional materials for the team. This includes, but not limited to, signage, banners, pamphlets, and giveaway items (cups, pens, chip clips, etc.). Ensure the team is appropriately stocked with supplies

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.

**All stipend payments are pending funding approval.