



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:	<b>Special Events</b>	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:	\$4,500**	Position Type:	Student Leader/Internship
Number of Hours/Week:	11 Hours (4 Meetings, 5 In-Office, & 2 Flexible Hours)	Date Posted:	January 9th, 2023
Will Train Applicant(s):	Yes	Posting Expires:	February 20 <sup>th</sup> , 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:**

- Produce, at minimum, 6 innovative programming events based on student feedback during the year.
  - Required events:
    - CSU Haunted Takeover
- 5 remaining events must be innovative
- Work with RSOs to aid in events when necessary
- Attend NACA Northern Plains Regional Conference
- Create day-of-plan organization including volunteer coordination, event logistics, ticket sales, and other details for each assigned event
- Research, contact, and work with advisor to contract performers including but not limited to bands, variety performers, and audio/visual production companies
- Manage a budget including spending, tracking, and fundraising

**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