



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:	Business Manager	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:	\$3,00.00**	Position Type:	Student Leader/Internship
Number of Hours/Week:	8 Hours (4 Meetings & 4 In-Office Hours)	Date Posted:	March 28 th , 2022
Will Train Applicant(s):	Yes	Posting Expires:	April 11 th , 2022
Duration of Training:	Upon Acceptance-04/21/2022 (4 hours per week)		
Date of Appointment	04/21/2022-04/25/2023		

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:

- Record and report all business transactions using Microsoft Excel Workbooks and ensure that they are-up to-date
- Reconcile financial activities processed by board with the University’s Bank Statements
- Ensure that the spent and allocated cash balance out to \$0.00
- Provide financial advice to the team when necessary
- Prepare and send out weekly board and Tuesday meetings minutes to the entire team within 24 hours
- Prepare a cash-allocation presentation to MSSA alongside the advisor and the president
- Place posters in showcases located in Morris and Ford Halls. When not full, create promotional content to be placed in displays
- Create class and office schedules for all board members
- Update office calendar
- Ensure office supplies are stocked and order more when needed
- Work with board members to properly budget their events
- Release at least one monthly budget report for the board
- Manage the team membership milestone program

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 change.