

STUDENT PROGRAMS & ENGAGEMENT

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Today 'N Tonight – Event Coordinator Job Description

Title: Event Coordinator

Supervisor: Program Coordinator of Student Programs & Engagement

Pay Rate: \$12.75 / Hour

Position Summary

TNT Event Coordinators are responsible for planning, executing, and staffing a variety of engaging and dynamic programs in and around the Student Center. Event Coordinators will work with the entire TNT team to establish and maintain a programming calendar intended to increase student engagement, campus life, and diverse interactions among students. Event Coordinators should be creative and passionate about programming for the Bentley community. In this role, staff will be working both independently, and in collaboration with other team members, to create new and innovative ideas for programs and manage all aspects of those programs.

Responsibilities

- Create and execute new and innovative programs and events in the Student Center.
- Staff events planned by the TNT team, including set up/breakdown and hosting the event.
- Submit event proposals for each event, detailing the nature of the program, budget, staffing model, and any additional needs.
- Complete all necessary tasks and projects needed to successfully execute an event, including booking space in EMS, determining setup needs, marketing via social media and flyers, working with vendors, creating contracts, submitting food waivers, purchasing supplies, and determining staffing needs.
- Work with the Assistant Manager for Finance to purchase necessary program supplies.
- Work with the Assistant Manager for Marketing to create marketing strategy for programs in conjunction with HYPE Team.
- Submit event evaluations following completion of each program to assess success.
- Complete weekly office hours to complete planning and preparation for upcoming programs and events.
- Submit weekly reports to TNT Manager and Program Coordinator containing updates.
- Attend regular one-on-one meetings with TNT Manager and/or Program Coordinator.
- Other duties as assigned by the Student Programs & Engagement Professional Staff.

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Scheduled Shift Times

TNT staff members are required to hold five office hours each week within the Student Center between the hours of 8:30 AM – 4:30 PM, Monday – Friday. Scheduled office hours remain the same each week. Additional shifts include staffing programs and tabling to market events. TNT primarily hosts programs on nights and weekends and it is expected that all members of TNT must be available to work at least one program per week. Event Coordinators are typically required to staff events that they have created and planned. Staff typically work between 8-10 hours per week. Additional shifts are available to be picked up as needed.

Qualifications

- Must have prior program planning experience or the willingness to learn.
- Must have the ability respond to problems and troubleshoot during a program or event.
- Must have the ability to work night and weekend programs and events.
- Must have the ability to be communicate with team and supervisor on a regular and frequent basis, both in-person, and remotely.
- Must be a reliable, trustworthy, team player who will be a contributing member of the staff.
- Must have the ability to manage several projects at once.
- Must act in a professional manner and as a positive representative of the department.
- Must follow all TNT and Student Programs & Engagement employment policies.
- Must attend all TNT staff meetings and trainings. TNT staff are expected to return to campus early for mandatory training at the beginning of each semester.
- Must remain an enrolled undergraduate student at Bentley University, in good academic and judicial standing with the university throughout the length of employment. Current staff members can apply to return to the staff during their graduate year(s).

Mandatory Dates

Fall Semester Training: August 23-26, 2020

Spring Semester Training: January 14-17, 2021

Staff Meetings: Every other Tuesday, 2:00 – 3:00 PM

- Attendance at all mandatory dates is expected from staff members. Candidates must address any potential conflicts during the interview process.
- Prior approval must be requested and granted in order to miss a mandatory obligation.
- Training dates are tentative. Please check with your supervisor before making travel arrangements.