

BENTLEY Student Programs & Engagement

Job Description – Event Coordinator

Position Title: Event Coordinator

Department Team: Programming Team

Pay Rate: \$15.00 / Hour

Supervisor: Program Coordinator of Student Programs & Engagement

Position Summary

Student Programs & Engagement's team of student programmers are responsible for planning, executing, and staffing key departmental programs for the Bentley community. Student programmers should be creative and passionate about programming and should be highly motivated to work in a fast-paced environment. In this role, staff will be working both independently, and in collaboration with other team members, to maintain the department's programming vision and manage all aspects of those programs.

Responsibilities

- Create and execute a variety of programs based on the needs and initiatives of the Student Programs & Engagement department.
- Plan, implement, and staff Back 2 Bentley, Summerfest, Winter Welcome Back, Winterfest, Halloween programming, Constitution Day, speaker events, and more.
- Plan, implement, and staff Harry's bar programming, including trivia nights, tap takeovers, sporting event viewings, brunches, and more.
- Support and staff SP&E student organization events, including fall and spring Activity Fairs, end of year SPEak Awards, and more.
- Submit event proposals for each program, 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 and staffing needs, marketing via social media and flyers, working with vendors, creating contracts, submitting food waivers, and purchasing supplies.
- Work with the Team Manager and/or Program Coordinator to purchase necessary program supplies and create a marketing strategy for programs in conjunction with HYPE Team.
- Submit event evaluations following completion of each program to assess feedback and determine the success of the program.
- Complete weekly office hours to plan and prepare for upcoming programs and events.
- Attend bi-weekly one-on-one meetings with Programming Team Manager.
- Attend occasional one-on-one meetings with Program Coordinator.
- Other duties as assigned by the Student Programs & Engagement Professional Staff.

Scheduled Shift Times

Student programming staff 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. Flexibility and communication outside of scheduled hours is required. Additional shifts include staffing programs and tabling to market events. 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 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 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 communicate with team and supervisor on a regular and frequent basis, both in-person, and remotely. Communication cannot be done only in office hours.
- Must act in a professional manner and as a positive representative of the department.
- Must follow all Student Programs & Engagement employment policies.
- Must attend all team meetings and trainings.
- Must be able to return to campus early for mandatory training at the beginning of each semester. Staff members who live in campus residence halls will be approved to move into their rooms early for training.
- 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

Tentative Fall 2023 Semester Training: August 27 – September 2

Tentative Spring 2024 Semester Training: January 17 – January 21

All SP&E Student Employment Staff Meeting: October 18 & March 20

Team Meetings: Every other Wednesday, 2:00 PM – 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.