Family Weekend Coordinator/Co-Coordinators

Job Description

Time Commitment

Appointment begins mid-March (TBD), runs through the summer, and concludes in late November (the week of Thanksgiving break).

Family Weekend is October 6-8, 2017

- March – May: Approximately 5 hours/week
- May – Mid-August:
  - Approximately 5-10 hours/week (remotely) and communicate via phone and e-mail during the summer months.
  - The coordinator will return to campus by August 14, 2017 to work in the Office of Student Activities 10-20 hours per week until the first day of classes and then approximately 5 hours per week through Family Weekend.
  - Finally, the coordinator(s) must be available and active during the entire FW schedule of events, October 6-8, 2017.

Compensation

- Ticket and back stage access to evening performance on Saturday, October 7, 2017
- Brunch on October 7, 2017
- Family Weekend Shirt
- $1000 Leadership Award* (if co-coordinators are selected, they will each receive a $500 Leadership Award)

*A Leadership Award will be distributed through the Financial Aid Office. Awards can be used towards tuition and fees or can be withdrawn from a student’s account in the form of a refund.

Supervisor

Associate Director of Student Activities

Responsibilities

1. Commitment to planning, implementation and full participation in all aspects of the program throughout the weekend. These include, but are not limited to: activity selection, registration, mailing and program copy, website maintenance, t-shirt design and orders, mini-university coordination, brunch menu selections, etc.

2. Complete all tasks needed for the program(s) in a timely manner.

3. Recruit, train, and supervise students to serve on the FW lead team and volunteer staff to assist with the weekend events.
   - Assist in creation and implementation of publicity materials, application process, and interviews.
   - Design and implement appropriate staff training: create appropriate training goals and objectives and evaluate training program.
   - Coordinate routine planning meetings with Lead Team during spring and fall semesters and consistent summer communication.
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4. Serve as the primary Family Weekend resource for the entire Willamette community. Communicate with and serve as a resource to answer any questions.

5. Serve as a liaison between the Office of Student Activities and the rest of campus. This includes but is not limited to: mini-university coordination, activity planning, and volunteer coordination.

6. Professional and direct communication with faculty and administrative staff (Director of Parent and Family Relations, Chair of Parent Advisory Council, the Office of Marketing Communication, Bon Appétit staff, mini-university faculty, Facilities Support staff, etc.).

7. Serve as paraprofessional staff member in the Office of Student Activities, participating in office activities as requested. Assist in office staffing by answering phones, greeting guests and supervising the office when professional staff are not available.

8. Complete a transition notebook and files within before Thanksgiving break.

9. Other duties that may be assigned by Student Activities staff.

Qualification Standards

- Ability to establish and maintain harmonious relationships with staff, faculty, and students.

- Successful clearance of a conduct record inquiry.

- Maintain a cumulative grade point average of 2.5 during employment.

- Serve as a role model to other students, upholding Willamette University’s Standards of Conduct and other stated policies.

2017 Hiring Timeline

- Applications Available: February 14, 2017
- Applications Due: February 28, 2017
- Interviews: February 28 – March 7, 2017
- Hiring Decision made: March 10, 2017
- First 1:1 meeting with supervisor: Week of March 13, 2017

Willamette University Statement of Equal Opportunity

1 February 2014

Willamette University is committed to the principle that its educational facilities, activities and employment opportunities shall be offered without regard to race, color, religion, sex, national origin, marital status, veteran status, actual or perceived sexual orientation, gender identity, gender expression, or status with regard to pregnancy, disability or age. Willamette is firmly committed to adhering to the letter and spirit of all federal and state equal opportunity and civil rights laws, including but not limited to Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA) of 1990, and their implementing regulations.

Updated 2/14/17