



Program Coordinator Job Responsibilities

- Be an ambassador for the University, Student Union and Activities, and Multicultural/Leadership Programming.
- Complete a program proposal for each planned event for approval by the Student Union & Activities Director. All proposals should include learning outcomes and objectives that reflect the University's mission statement and core values.
- Produce, direct, and manage effective student programming alongside co-Program Coordinator(s) solely under the direction of Programming 101 (Programming guide), the Program Checklist, and office leadership.
- Work with co-Program Coordinator(s) to recruit student volunteers for events and offer information regarding upcoming activities to be communicated at organization meeting visits.
- With co-Program Coordinator(s), design and distribute a minimum of 2 painted banners to advertise for each event.
- With co-Program Coordinator(s), organize the distribution of marketing materials such as flyers, posters, etc. as mandated by the Coalition Marketing/PR Coordinator or other office leadership.
- Evaluate each coordinated programs by completing the Program Evaluation no less than three business days following the scheduled event.
- Maintain an accurate file of event paperwork, such as budget and cost information, committee meeting notes, etc. that can be easily transferred to the following coordinator.
- Measure effectiveness of each program by collecting feedback from attendees, using a method approved by the Student Union & Activities Director (paper surveys, clickers, online surveys, etc.)
- Evaluate co-sponsorship proposals to determine their value and acceptability according to the mission and goals of the office.
- Perform duties and responsibilities associated with programs and activities conducted by the Student Union & Activities Office meeting the entity's mission (i.e. Greek Life programs, Cowboy Camp, Parents & Family Weekend, and other initiative-based programming).
- Complete the assigned number of office hours per week which includes any official business conducted outside the office. Perform other duties as necessary by office leadership or Student Union & Activities staff.
- Adhere to the guidelines specified in the Office & Staff Protocol presentation.

I, _____, have read this job description and fully understand my job responsibilities as a Multicultural/Leadership Program Coordinator.

Signature: _____

Date: _____