



Program Coordinator Job Responsibilities

- Be an ambassador for the University, Student Union and Activities, and SUB.
- Complete a program proposal for each planned event for approval by the SUB advisor. 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 solely under the direction of Programming 101 (Programming guide), the Program Checklist, and SUB leadership.
- Present a committee update in PowerPoint and verbal format at each SUB meeting. Stating there is nothing to present is considered unacceptable. Information should be new and current each week.
- Appoint one Assistant Program Coordinator (student member) per event. Have him or her work closely and hands-on in the programming process.
- Work with co-Program Coordinator and Assistant Program Coordinator to recruit student volunteers for events and offer information regarding upcoming activities to be communicated at organization meeting visits.
- With co-Program Coordinator, design and distribute a minimum of 2 painted banners to advertise for each event.
- With co-Program Coordinator, organize the distribution of SUB marketing materials such as flyers, posters, etc. as mandated by the SUB President, Coalition Marketing/PR Coordinator or other SUB 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 SUB Advisor (paper surveys, clickers, online surveys, etc.)
- Complete no less than 12 and no more than 15 office hours per week which includes any official SUB business conducted outside the office. Perform other duties as necessary by SUB leadership or Union Office 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 Student Union Board staff member.

Signature: _____

Date: _____