Student Activities Coordinator  
(formerly a University staff position)  
Lawrence University  
Position Description

Reports to: Director of Student Activities & Greek Life and the Assistant Director of Student Activities  
Location: Warch Campus Center, 4th floor

Primary Objective: Provide support for campus-wide programming, especially for SOUP and the Office of Student Activities initiatives. Oversee program planning and implementation

Duties:
1. Co-advising the campus programming board (SOUP) and provide support for the implementation of their programs and activities.  
   a. Meet weekly with the programming board chairs and the programming board  
   b. Communicate with the Warch Campus Center staff regarding technical needs.  
   c. Attend the Northern Plains NACA conference if schedule permits  
2. Collaborate with the Director of Student Activities plan Saturday Night Late (SNL), Friday/Saturday night movies and/or other alternative late night and weekend programming.  
   a. Book, plan and promote Saturday Night Late (SNL) programs  
   b. Book, plan and promote weekend movie series  
3. Coordinate marketing and promotions plans for student activities.  
4. Provide leadership for major campus programming (i.e. Blue & White Weekend, Winter Carnival and LU Zoo Days).  
   a. Recruit and lead planning committees for major events  
   b. Serve as a clearinghouse for these major events  
5. Promote the Alyssa Paul Maria Fund and assist with the decision making for these funds.  
6. Work with college talent agencies in securing talent (performers).  
7. Co-supervise two student activities student office assistants.  
8. Oversee Office of Student Activities related social media

Working Relationships: Direct working relationship with the Office of Student Activities staff, Student Life Division and other university departments, their representatives and the entertainment industry.

Knowledge and Required Skills:
1. University programming or event planning experience.  
2. General knowledge of marketing, promotion strategies, techniques and social media.  
3. Student committee/organization leadership experience.  
4. Strong verbal and written communication skills.  
5. Ability to work both independently and collaboratively. Exercise good judgement, pay attention to detail and manage time effectively.  
6. The position is for 12 hours per week on average which will include evenings and weekends.