



Director of Events

Department: Department of Student Development

Supervisor: President of TUUSA

Time Commitment: August 30, 2020 till April 25, 2021

Position Summary:

The Director of Events is an executive position within the Tyndale University Undergrad Student Association (TUUSA) Council. As an executive they are responsible to promote the vision and mission of the council, and represent the student body. As a student leader they are responsible to model and uphold the standards set in the Tyndale Student Handbook, and to strive for excellence in their academics.

The Director of Events is primarily responsible to support, encourage, advise, and lead the Event Coordinators (EC) and ensuring the success of the campus wide events. They will also work with the EC's to build a volunteer base to help with events. They are also responsible to support, encourage, and advise the Communications Coordinator.

The Director of Events is responsible to the student body, the Council, the President, and Student Development.

Student Leadership Responsibilities:

- Attend spring, fall, and winter student leadership training sessions
- Attend fall and winter student leadership getaway
- Attend monthly student leadership team meeting, run by Student Development.
- Meet regularly with the Community Life Senior Manager.
- Assist with facilitating different activities during Orientation Week
- Attend and assist with facilitating activities during U Getaway
- Attend chapels and community gatherings on a regular basis

Appointment Responsibilities:

- Meet weekly with the Executive team, run by the TUUSA President
- Attend Council meetings (2 a semester)
- Encourage, support, and advise the EC's
 - Meet with the EC's one on one 1-2 times a semester
 - Ensure they are working well as a team and are team players
 - Assess and set goals with each EC at the end of the fall semester.
- Lead weekly meetings with the EC's as they plan, facilitate, and implement events (Campus wide, House Challenges & Student Development events) throughout the academic year.
- Assist the EC's where needed during events
- Work closely with Department of Student Development and Campus Services Office
- Encourage, support, and advise the Communications Coordinator
 - Meet with them regularly throughout the semester
 - Ensure they are meeting their deadlines
 - Ensure they are on top of the various advertisements and announcements from EC's, House Leaders, and Execs.

Qualifications

- A cumulative GPA of 2.30. If the student's cumulative GPA is less than 2.3 then the student must have a current GPA of 2.7.
- Good financial standing with Tyndale.
- Good standing with chapel attendance.
- Able to return to campus before fall and winter semesters start for training and/or retreats
- Able to take initiative, think creatively, and organized.
- Be a good role model for students.
- Commitment to Tyndale's mission and vision.
- Desire for personal growth
- Previous Leadership experience.
- Professing Christian with demonstrated spiritual maturity.
- Uphold, adhere, and model the guidelines and rules set out in the Student Handbook.
- Conflict resolution is beneficial.
- If a student leader desires to take more than 15 credit hours they need to consult with the Community Life Senior Manager on the work load that would have on balancing academics and their leadership responsibilities.
- If a student leader desires to have an additional job they need to talk with the Community Life Senior Manager on how they can balance their work load as a student, their leadership responsibilities, and this additional responsibility.

Revised January, 2020