



Event Coordinator (EC)

Department: Department of Student Development

Supervisor: Director of Events

Time Commitment: August 28, 2022 to April 21, 2023

Position Summary:

The Event Coordinator is a member of the Tyndale University Undergrad Student Association (TUUSA) Council. As a Student Leader they are responsible to promote the vision and mission of the Council, to represent the students, to model and uphold the standards set in the Tyndale Student Handbook, and to strive for excellence in their academics.

The EC's primary responsibility is to provide leadership and community building opportunities through planned events. They will plan, implement, and facilitate a variety of events throughout the academic year - TUUSA, House and Student Development-run events.

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

Student Leadership Responsibilities:

- Attend spring, fall, winter, and spring student leadership training sessions
- Attend fall and winter student leadership getaway.
- Attend monthly student leadership workshops
- Meet at least once a semester with the Community Life (Undergraduate) & Residence Manager.
- Assist with facilitating different activities during Orientation Week

Appointment Responsibilities:

- Meet weekly with the EC team, run by the Director of Events.
- Plan, facilitate, and implement community wide events.
 - Fall and Winter House challenges
 - End of Fall Semester Event
 - Spring Banquet
- Assist Student Development with the facilitation of their student events
 - Orientation
 - House Challenges
 - "Tyndale Presents"
- Build a team of volunteers to help with the various events
- Work with various Tyndale departments to successfully implement events
 - Campus Services
 - Facilities

- Student Development, etc

Qualifications

- A cumulative GPA of 2.30 and a current GPA of 2.00. 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 take initiative and think creatively.
- Administrative and organizational abilities
- Be a good role model for students.
- Commitment to Tyndale's mission and vision.
- Desire for personal growth
- Flexibility and quick thinking
- Professing Christian with demonstrated spiritual maturity.
- Uphold and adhere to the guidelines and rules set out in the Student Handbook.
- Conflict resolution is beneficial
- Leadership experience is beneficial
- Event or project management is beneficial

Revised January, 2022