



Director of Events

Department: Department of Student Development
Supervisor: Community Life Coordinator (Undergraduate)
Time Commitment: August 27, 2023 till April 21, 2024

Position Summary:

The Director of Events is an executive position within the Tyndale University Undergrad Student Association (TUUSA) Council. As an executive member the Director is 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.

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

Student Leadership Responsibilities:

- Attend spring, fall, and winter student leadership training sessions
- Attend fall and winter student leadership retreats
- Attend monthly student leadership team meetings
- Meet regularly with the TUUSA President
- Meet regularly with the Community Life Coordinator (Undergraduate)
- 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 regularly with the Executive team
- 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
- This service opportunity will demand a minimum of 8 hours a week each semester

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 return to campus before fall and winter semesters start for training and/or retreats
- Able to take initiative, think creatively, and organized.
- Must be detail oriented and have strong communication skills.
- 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 and adhere to the statements, standards, and guidelines set out in the Student Handbook.
- Conflict resolution is beneficial.

Revised January 2023