

## ASG EXECUTIVE OFFICER JOB DESCRIPTIONS

### **Position: ASG Event Coordinator**

**Pay:** \$14 per hour – 16 hours weekly

**Basic Functions:** ASG and Event Coordinator develops and conducts events on campus for the social, educational and cultural enrichment of the student body. Event Coordinators also work closely with ASG staff to develop college-wide events (e.g., Dr. King Celebration, Disability Awareness Day) as needed and serves as event Master of Ceremony

### **Specific Duties and Responsibilities**

- a. Develop and deliver student social and educational events on campus
- b. Assist student organizations and clubs with planning events
- c. Co-create on-campus promotion and advertising of ASG events in collaboration with ASG Public Relations officer
- d. Promote events through flyers, classroom visit, word of mouth and social media
- e. Recruit new clubs, assist existing clubs in their success and for organizing and holding quarterly clubs fairs
- f. Create new programming opportunities around the areas of diversity and inclusion
- g. Provide information on upcoming events at ASG meetings

### **Requirements of every ASG Officer:**

- Check your ASG email daily
- Attend the General Assembly, Executive and President's meetings
- Attend monthly 1-on-1's with the ASG Advisor
- Initiate and complete one major project per year
- Actively serve on councils and committees as assigned and report on them at Executive meetings
- Complete a minimum of 10 hours in the ASG office per week, and attend all scheduled hours
- Turn in unofficial transcripts and schedules during the first week of each new quarter
- Recruit 3 new ASG applicants per year
- Perform classroom visits with VP's as needed/requested
- Attend and assist with New Student Orientation
- Chair committees as requested/needed
- Participate in ASG BBQ and all other ASG events
- Attend summer training and CUSP Student Leadership Conference
- Review meeting minutes prior to upcoming meetings
- Help other ASG executives as needed
- Archive your work in the form of a legacy folder