**A close up of a logo

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**Job Title:** Student Assistant Event Coordinator

**Department:** Office of Student Activities and Leadership Development (OSALD)  
**Hourly Rate:** $12/hour  
**Work Hours:** Up to 20 hours per week (flexible with class schedule, may include evenings/weekends for events)

**Position Summary:**

The Student Assistant Event Coordinator will play a crucial role in supporting the Office of Student Activities and Leadership Development (OSALD) in planning, promoting, and executing a wide range of engaging campus events and programs. This position offers an excellent opportunity for students to gain hands-on experience in event management, leadership development, and program coordination, contributing directly to a vibrant and holistic college experience for their peers.

**Purpose and Learning Outcomes:**

* Gain practical experience in all phases of event planning and execution within a dynamic university environment.
* Develop strong organizational and logistical skills by managing event details, timelines, and resources.
* Enhance leadership and teamwork abilities through collaboration with OSALD staff, student organizations, and campus partners.
* Strengthen communication and problem-solving skills in a fast-paced, event-driven setting.
* Understand the impact of co-curricular programming on student development and campus culture.
* Build a professional network within the university and event planning communities.

**Key Responsibilities:**

* Assist OSALD staff in the planning, coordination, and execution of various campus-wide events
* Support event logistics, including reserving venues, coordinating equipment, managing registration processes, and arranging for necessary supplies.
* Help develop promotional materials for events (e.g., flyers, social media content, calendar listings) and assist with their distribution.
* Act as on-site support during events, assisting with setup, registration, guest relations, and breakdown.
* Collaborate with student organizations, campus departments, and external vendors as needed for event success.
* Assist in tracking event attendance and gathering feedback for post-event evaluations.
* Provide general office support to OSALD, including answering phones, responding to emails, and maintaining organized event files.
* Attend regular OSALD team meetings and relevant training sessions.
* Perform other duties as assigned to support OSALD's mission and programs.

**Qualifications:**

Preferred knowledge, skills, and personal qualifications:

* Previous experience in event planning, coordination, or volunteer work in a leadership capacity (e.g., student organizations, high school events).
* Strong organizational skills with an ability to manage multiple tasks and prioritize effectively.
* Familiarity with social media platforms and basic promotional strategies.
* Creative thinking and a proactive approach to problem-solving.

Required Qualifications:

* Must be a currently enrolled undergraduate or graduate student at Alabama A&M University.
* Minimum cumulative GPA of 2.5 and in good academic standing.
* Excellent interpersonal, written, and verbal communication skills.
* Ability to work independently and collaboratively in a team environment.
* Reliability, punctuality, and a strong work ethic.
* Ability to work flexible hours, including some evenings and weekends, as required for event coverage.
* Commitment to enhancing the college experience for all students and fostering a positive campus environment.

**Experience Gained in this Role:**

By the end of the employment period, the student will have developed skills in:

* Communication: The student will master professional correspondence, public speaking, and promotional messaging.
* Critical Thinking: The student will be able to quickly adapt to challenges and find effective solutions in dynamic situations.