

Clubs & Organizations Manager



Position Overview

The **Clubs & Organizations Manager** will serve as a primary representative of the Associated Students by coordinating services and resources for its club leaders. The Manager will be responsible to help accomplish the goals and objectives set forth by the Office of Student Life.

Eligibility Requirements

1. Be enrolled as a full-time undergraduate ONU student
2. Maintain a minimum 3.0 cumulative GPA
3. Profess Jesus Christ as Lord and be committed to living a consistent life of Christian witness on and off campus, representing Christ and Olivet
4. Understand and agree that this position must take priority over other opportunities to work or serve on or off campus (i.e., Ministry Team, Resident Assistant, ROTC, Admission Ambassador, Varsity Athlete). *Students considering a secondary position may not be eligible to serve unless pre-approved by the Dean of Student Life.*

Reporting

Office of Student Life

- Dean of Student Life, Kathy Steinacker

Focused Efforts

- Manage, consult, and provide direction for elected student leaders
- Be diligent with communication, making it easy for student leaders to ask questions, process requests, and pose concerns
- Meet with students who are interested in starting new clubs and organizations
- Host Involvement Fair (Club Sign-Ups) at the beginning of each semester
- Distribute, collect, and review updates from each group twice each semester
- Provide administrative assistance in areas related to, but not limited to; communication, documents, event planning, finances, personnel, and training
- Engage with efforts that aide in student satisfaction and retention including, but not limited to, attending all school events
- Model and shape a culture of positivity, gratitude, and respect

Committee Work

- University Steering Committee: TBD

Standing Meetings

- Dean of Student Life, as needed
- Student Life Leadership Team, Monthly (Tuesdays, 9:20am)
- Student Development Advisory Group (SDAG), 6 per semester (Tuesdays 9:20am)
- Club Leaders, as needed

Compensation

This position requires steady presence and being available at short notice. Compensation is \$15 per hour.

Hours beyond 12 should be pre-approved by the advisor with the intent to not exceed 15 hours on any given week. Some exceptions apply and the advisor will provide counsel.

Notations

The Clubs and Organizations Manager will work closely with university staff that are responsible for planning, designing, and developing large scale projects within their department.

There will be required job shadowing that will begin in March 2025. Hours are flexible but will need to be prioritized. Time commitment estimated at 25 hours and will be compensated.

This position will provide job experience, mentoring, career development, practical training, and public awareness.

This job description is subject to change. Any adjustments would be communicated in advance and would not affect employment.