

Events & Programming Assistant



Position Overview

The **Events & Programming Assistant** will serve as a primary representative of the Associated Students by assisting with the development, logistics, and execution of student events and programming. The Events & Programming Assistant 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.*

Focused Efforts

- Provide administrative assistance in areas related to, but not limited to, coordinating and/or completing task list, processing communication, providing documentation, finances, gathering resources, meetings, and volunteer management.
- Engage with efforts that aide in student satisfaction and retention—this includes, but is not limited to all school events, class and club initiatives, pop up initiatives, and school spirit
- Model and shape a culture of positivity, gratitude, and respect

Committee Work

- University Steering Committee: TBD

Reporting

Office of Student Life

- Dean of Student Life, Kathy Steinacker
- Director of Student Involvement, Chelsea Speas

Standing Meetings

- Dean of Student Life and Director of Student Involvement, as needed
- Student Life Events Team, Weekly
- Student Life Leadership Team, Monthly (Tuesdays, 9:20am)
- Student Development Advisory Group (SDAG), 6 per semester (Tuesdays 9:20am)

Compensation

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

Hours beyond 15 should be pre-approved by the advisor with the intent to not exceed 20 hours on any given week. Some exceptions apply and the advisor will provide counsel.

Notations

The Events and Programming Assistant 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 need to be prioritized. Time commitment estimated at 20-25 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.