



# COLLEGE UNION JOB DESCRIPTION

## Business Manager

### 2019-2020

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#### **Basic Job Description**

The Business Manager will assume the responsibility of keeping accurate records of all College Union expenditures, deposits and general budgetary transactions. Additionally, she/he will be responsible for keeping each College Union board member accountable for receipts, spending, and monitoring prudent use of institutional funds.

#### **Essential Job Functions**

1. Budget formulation. This involves looking at previous College Union budgets, evaluating upcoming events and incorporating the two to come up with a proposed budget. This process should be done in collaboration with the organization's advisor and the College Union President.
2. Understand fully and be able to train all College Union board members on college expenditures, financial forms and procedures.
3. Coordinate and manage the cash box and deposit process for each College Union event.
4. Calculate attendance for each CU event through ticket sales and/or head counts.
5. Organize invoices, payments and receipts from various billing agencies/vendors.
6. Prepare typed minutes for all regular union board meetings distributing copies weekly to the organization's advisor, each member of the board, and one for the office.
7. Keep records of all College Union expenditures and deposits on a general ledger and or on the computer.
8. Reconcile College Union accounts with the official summary statements from the Accounting Office or via the college's accounting software, Banner.
9. Prepare monthly/quarterly financial statements for College Union board members and advisor.
10. Insure board members keep track of their expenses, receipts and general on-campus transactions tolerating no exceptions.
11. Meet regularly with the organization's advisor.
12. Actively participate in College Union meetings interfacing with each of the board members and their event planning.
13. Perform miscellaneous duties as assigned by the President.

#### **Collaborative Job Functions**

1. To serve during the transition period from the time of selection to the last day of the spring term upon which she/he assumes full responsibility as Business Manager of College Union.
2. Attend promptly all Weekly College Union meetings.
3. Attendance and support of most College Union events whenever possible.
4. Stewardship of College resources. (e.g.: office supplies, computer, printer, etc)
5. Throughout the term of office, compile and edit a procedure log.

#### **Performance Standards**

The criteria for evaluation in this position include, but are not limited to the following:

- Ability to fulfill job description requirements as listed above in a timely and effective manner.
- Ability to meet organization's and student Activities goals and objectives.
- Proactive demeanor and willingness to work with individuals of various backgrounds and ages.



# COLLEGE UNION JOB DESCRIPTION

## Concert Manager

### 2019-2020

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#### **Basic Job Description**

The Concerts manager is responsible for producing contemporary concerts on campus. The position entails a great deal of public relations with the outside community including booking agents, artists, local promoters and the general community at large.

#### **Essential Job Functions**

1. Through the assistance of the organization's advisor, secure artist(s) for each performance, finding available dates and matching them with the College Union calendar.
2. Oversee the selection and guidance of a board of managers and a team of associates for the academic year comprised of hospitality coordinator, security coordinator, stage coordinator, merchandise coordinator, marketing coordinator and box office/tickets coordinator.
3. Facilitate and oversee the successful completion of all contractual needs and technical rider negotiations for each concert.
4. Deal with arrangements such as travel, sound and lighting, lodging, and catering for artists and their guests.
5. Coordinate on-campus promotion.
6. Monitor ticket sales in the Bookstore, Lower Beamer and online.
7. Arrange technical needs with the concert venue and facility management people, i.e.: electrician, custodial services, Media Resources, Public Safety, Work Order Center etc.
8. Coordinate and oversee all logistics during the day of the concert.
9. Meet weekly with the organization's advisor.
10. Maintain relationship with campus departments such as Purchasing, Accounting Office, Student Accounts, Bookstore, Physical Plant, Transportation, Food Service, Parking and Public Safety.
11. Insure accurate financial records are kept for each concert.
12. Host artist, artist's road management and artist's guests while they are on campus.
13. Perform miscellaneous duties as assigned by the President.

#### **Collaborative Job Functions**

1. To serve during the transition period from the time of selection to the last day of the spring term upon which she/he assumes full responsibility as Concert Manager of College Union.
2. Attend promptly all weekly College Union meetings.
3. Attendance and support of most College Union events whenever possible.
4. Stewardship of College resources. (e.g.:office supplies, computer, printer, etc)
5. Throughout the term of office, compile and edit a procedure log.

#### **Performance Standards**

The criteria for evaluation in this position include, but are not limited to the following:

- Ability to fulfill job description requirements as listed above in a timely and effective manner.
- Ability to meet organization's and Student Activities goals and objectives.
- Proactive demeanor and willingness to work with individuals of various backgrounds and ages.



# COLLEGE UNION JOB DESCRIPTION

## Graphic Design Manager

### 2019-2020

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#### **Basic Job Description**

The Graphic Design Manager is responsible for creating the means of advertising for the majority of the events on the College Union calendar. This includes but is not limited to the following: posters, banners, flyers and other printed or digital material. The Graphic Designer will also work collaboratively to produce creative and ingenious approaches for marketing events. This position requires a great deal of creativity, a sense of responsibility and patience with people, as well as a large time commitment.

#### **Essential Job Functions**

1. Design posters, digital material, CPO mailers and other forms of creative advertising for College Union events.
2. In partnership with the Public Relations Manager and Social Media and Advertising Manager, create a marketing and advertising strategy for College Union events and programs.
3. In partnership with the Social Media and Advertising Manager and the Public Relations Manager, meet with each Event Coordinator at least one month in advance of each event to ensure you are on the same page with them in terms of PR strategies for their event.
4. Participate in brainstorming and planning stage with board members for designing general event aesthetic.
5. Obtain pertinent information for each event from the appropriate College Union board member.
6. Responsible for the weekly distribution of posters, flyers and other promotional materials.
7. Printing and ordering all needed advertising material.
8. Establish good relations with the Copy Center.
9. Coordinate the selection, design and purchase of College Union sweatshirt or tee shirt order.
10. Work closely with the Public Relations Manager to promote events.
11. Perform miscellaneous duties as assigned by the President.

#### **Collaborative Job Functions**

1. To serve during the transition period from the time of selection to the last day of the spring term upon which she/he assumes full responsibility as Graphic Design Manager
2. Attend promptly all weekly College Union meetings.
3. Attendance and support of most College Union events whenever possible.
4. Stewardship of College resources. (e.g.: office supplies, computer, printer, etc.)
5. Throughout the term of office, compile and edit a procedure log.

#### **Performance Standards**

The criteria for evaluation in this position include, but are not limited to the following:

- Ability to fulfill job description requirements as listed above in a timely and effective manner.
- Ability to meet organization's and student Activities goals and objectives.
- Proactive demeanor and willingness to work with individuals of various backgrounds and ages.



# COLLEGE UNION JOB DESCRIPTION

## Public Relations Manager

### 2019-2020

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#### **Basic Job Description**

The Public Relations Manager takes on a variety of responsibilities. Of most importance, she/he should initiate and develop relationships with as many departments and student groups as possible. In addition, she/he will be responsible for coordinating the overall vision for public relations and marketing of all College Union events to the campus community. This position will work very closely with the Social Media and Advertising Manager and the Graphic Design Manager.

#### **Essential Job Functions**

1. Act as a liaison between College Union and the campus community (especially fellow Student Engagement groups) through creative strategies for event promotion and publicity.
2. Represent College Union in any and all collaborative event planning across campus.
3. In partnership with the Graphic Design and Social Media/Advertising Managers, create a public relations/marketing/advertising strategy and public relations/advertising calendar indicating all goals and deadlines for graphic design, social media posts, bulletin boards, etc...for all College Union events and programs.
4. In partnership with the Graphic Design and Social Media and Advertising Managers, meet with each Event Coordinator at least one month in advance of each event to ensure you are on the same page with them in terms of PR strategies for their event.
5. Work closely with the Student Engagement Media Team to coordinate bookings for pictures and/or videos of events and to promote event on College Union social media accounts.
6. Communicate event information and description the Campus Events calendar through the 25Live system.
7. Work closely with the SAO Website Technician to regularly update the College Union website.
8. Work closely with the Business Manager to record event attendance
9. Keep historical files for College Union, i.e.: scrapbooks, literature, printed material, posters, specialty items, T-shirts etc.
10. Perform miscellaneous duties as assigned by the President.

#### **Collaborative Job Functions**

1. To serve during the transition period from the time of selection to the last day of the spring term upon which she/he assumes full responsibility as Public Relations Manager of College Union.
2. Attend promptly all Weekly College Union meetings.
3. Attendance and support of most College Union events whenever possible.
4. Stewardship of College resources. (e.g.: office supplies, computer, printer, etc)
5. Throughout the term of office, compile and edit a procedure log.

#### **Performance Standards**

The criteria for evaluation in this position include, but are not limited to the following:

- Ability to fulfill job description requirements as listed above in a timely and effective manner.
- Ability to meet organization's and the Student Activities Office goals and objectives.
- Proactive demeanor and willingness to work with individuals of various backgrounds and ages.



# COLLEGE UNION JOB DESCRIPTION

## Social Media and Advertising Manager

### 2019-2020

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#### **Basic Job Description**

The Social Media and Advertising Manager takes on a variety of responsibilities. Of most importance, she/he should initiate and develop relationships with as many departments and student groups as possible. In addition, she/he will be responsible for the communication of all College Union events to the campus community.

#### **Essential Job Functions**

11. Act as a liaison between College Union and the campus community through creative strategies for event promotion and publicity.
12. In partnership with the Graphic Design Manager and Public Relations Manager, create a public relations/marketing/advertising strategy and public relations/advertising calendar indicating all goals and deadlines for graphic design, social media posts, bulletin boards, etc...for all College Union events and programs.
13. Along with the Graphic Design Manager and Public Relations Manager, meet with each Event Coordinator at least one month in advance of each event to ensure you are on the same page with them in terms of PR strategies for their event.
14. Coordinate and manage primary College Union social media accounts, Facebook and Instagram and explore secondary social media avenues such as, but not limited to, Snapchat, Twitter, Periscope, etc.
15. Work closely with the Student Engagement Media Team to facilitate pictures and/or videos of events and to promote event on College Union social media accounts.
16. Oversee the weekly maintenance of the College Union bulletin board in the Beamer Center.
17. Keep historical files for College Union, i.e.: scrapbooks, literature, printed material, posters, specialty items, T-shirts etc.
18. Perform miscellaneous duties as assigned by the President.

#### **Collaborative Job Functions**

6. To serve during the transition period from the time of selection to the last day of the spring term upon which she/he assumes full responsibility as Public Relations and Marketing Manager of College Union.
7. Attend promptly all Weekly College Union meetings.
8. Attendance and support of most College Union events whenever possible.
9. Stewardship of College resources. (e.g.: office supplies, computer, printer, etc)
10. Throughout the term of office, compile and edit a procedure log.

#### **Performance Standards**

The criteria for evaluation in this position include, but are not limited to the following:

- Ability to fulfill job description requirements as listed above in a timely and effective manner.
- Ability to meet organization's and student Activities goals and objectives.
- Proactive demeanor and willingness to work with individuals of various backgrounds and ages.



# COLLEGE UNION JOB DESCRIPTION

## Student Art Coordinator

### 2019-2020

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#### **Basic Job Description**

The Student Arts Coordinator (SAC) will assume the responsibility of providing opportunities to connect with students through a variety of mediums. This job will inform the student body about the vast variety of events taking place on campus including providing experiences and interactions with the arts. The SAC will help facilitate spaces for students to express their artistic abilities and manage events that include: Student Art Student Sound, Beamer Center Art Wall, competitions, and explore the potential of art nights in the Stupe.

#### **Essential Job Functions**

1. Responsible to be act as a bridge between College Union and the student body by facilitating avenues of art expression
2. Responsible for scheduling bi-weekly exhibits on the gallery wall in the Beamer Center through coordinating the reservation of the space, initiating displays, and managing upkeep
3. Coordination of the Student Art Student Sound event with the Student Music Coordinator each semester.
4. Initiate and maintain a strong relationship with the Art Department and Art Collective.
5. Actively participate in College Union meetings, interfacing with each of the board members and their event planning.
6. Perform miscellaneous duties as assigned by the President.

#### **Collaborative Job Functions**

1. To serve during the transition period from the time of selection to the last day of the spring term upon which she/he assumes full responsibility as Beamer Center Arts Coordinator.
2. Attend promptly all weekly College Union meetings.
3. Attendance and support of most College Union events whenever possible.
4. Stewardship of College resources. (e.g.: office supplies, computer, printer, etc.)
5. Throughout the term of office, compile and edit a procedure log.

#### **Performance Standards**

The criteria for evaluation in this position include, but are not limited to the following:

- Ability to fulfill job description requirements as listed above in a timely and effective manner.
- Ability to meet organization's and Student Activities goals and objectives.
- Proactive demeanor and willingness to work with individuals of various backgrounds and ages.



# COLLEGE UNION JOB DESCRIPTION

## Student Music Coordinator

### 2019-2020

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#### **Basic Job Description**

The Student Music Coordinator will assume the responsibility of providing places for students to perform and listen to student music on campus through weekly and weekend events. Student music events include: Student Art Student Sound, regularly scheduled Coffeehouses and the potential for new/innovative student music performances in various campus venues.

#### **Essential Job Functions**

1. Responsible for the management of mid-week coffeehouse performances in Crossroads.
2. Recruit, organize, and book student artists through an audition process.
3. Coordinate the booking of each show and work collaboratively with the AV Tech to provide the necessary equipment and stage set-up for each performer.
4. Submit a roster of performers in advance of scheduled events to the College Union board.
5. Work with the Graphic Designer and PR team to publicize student music events
6. Oversee the selection and guidance of a team for assistance with the production of the events.
7. Work in conjunction with the Concerts Manager to orchestrate all details for campus concerts
8. Coordination of the Student Art Student Sound event with the Student Arts Coordinator each semester
9. Actively participate in College Union meetings, interfacing with each of the board members and their event planning.
10. Perform miscellaneous duties as assigned by the President.

#### **Collaborative Job Functions**

1. To serve during the transition period from the time of selection to the last day of the spring term upon which she/he assumes full responsibility as Student Music Coordinator.
2. Attend promptly all weekly College Union meetings.
3. Attendance and support of most College Union events whenever possible
4. Stewardship of College resources (e.g.: office supplies, computer, printer, etc.)
5. Throughout the term of office, compile and edit a procedure log.

#### **Performance Standards**

The criteria for evaluation in this position include, but are not limited to the following:

- Ability to fulfill job description requirements as listed above in a timely and effective manner.
- Ability to meet organization's and student Activities goals and objectives.
- Proactive demeanor and willingness to work with individuals of various backgrounds and ages.



# COLLEGE UNION JOB DESCRIPTION

## Event Coordinator (4 Positions)

### 2019-2020

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#### **Basic Job Description**

The Event Coordinator is solely responsible for his or her specific events, but is expected to work with all other Event Coordinators through being an active supporter and provide input to the other events. The Event Coordinator is responsible to oversee the production of traditional, social events such as the Talent Show, dances, festivals, and any new, innovative and spontaneous programs. The Event Coordinators shall provide the Advisor and President their preference of which events they will plan. Events will then be delegated based on preference, timing, and overall workload. These large-scale events are programs that involve a great deal of planning, organizing and facilitating.

#### **Essential Job Functions**

1. Plan, coordinate, and design the program by facilitating all logistics for each event.
2. Use the board to generate ideas and keep them informed on the planning process.
3. Work closely with the PR Team to design and promote events.
4. When needed, select and confirm judges and emcees, and secure prizes for events.
5. When needed, coordinate auditions, selections and dress rehearsals.
6. Coordinate with the Business Manager to oversee all purchases ticket prices/sales, collection of money and table sign-up.
7. Follow time-lines for each event responsibly as well as keeping involved persons accountable to time-line.
8. Oversee the selection, guidance and utilization of a team of volunteers for each event.
9. Coordinate all set-up and tear down in a timely manner for each event.
10. Confirm all facility reservations.
11. Coordinate maintenance needs with the Facilities Management.
12. Pursue any new creative activities and implement them as possible.
13. Perform miscellaneous duties as assigned by the President.

#### **Collaborative Job Functions**

1. To serve during the transition period from the time of selection to the last day of the spring term upon which she/he assumes full responsibility as Events Coordinator of College Union.
2. Attend promptly all Weekly College Union meetings.
3. Attendance and support of most College Union events whenever possible.
4. Stewardship of College resources. (e.g.: office supplies, computer, printer, etc)
5. Throughout the term of office, compile and edit a procedure log.

#### **Performance Standards**

The criteria for evaluation in this position include, but are not limited to the following:

- Ability to fulfill job description requirements as listed above in a timely and effective manner.
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- Proactive demeanor and willingness to work with individuals of various backgrounds and ages.





# COLLEGE UNION JOB DESCRIPTION

## Audio/Visual Technician

### 2019-2020

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#### **Basic Job Description**

The Audiovisual Technician is responsible to oversee the College Union sound system and technical equipment. She/he will oversee the checkout, use and inventory of this equipment insuring its upkeep and security. Additionally, she/he will be responsible for operating and or staffing the equipment at College Union events throughout the academic year.

#### **Essential Job Functions**

1. Oversee the utilization of all College Union and campus distributed media equipment through providing sound and media needs at sponsored campus events.
2. Oversee the ongoing upkeep, inventories, purchases, upgrades and repairs of sound system equipment.
3. Maintain the orderliness of the College Union audiovisual closet located in the Beamer Student Center.
4. Provide guidance and training to College Union board members
5. Coordinate the staffing of the sound system along with the rental of lighting for each College Union event that needs such equipment.
6. Devise, implement and facilitate a checkout/reservation system for loaning out the College Union sound equipment to general campus constituents.
7. Develop relationships with the college's Media Resources professional staff.
8. Act as a resource for general College Union audiovisual needs.
9. Perform miscellaneous duties as assigned by the President.

#### **Collaborative Job Functions**

1. To serve during the transition period from the time of selection to the last day of the spring term upon which she/he assumes full responsibility as Audiovisual Technician for College Union.
2. Attend promptly all Weekly College Union meetings.
3. Attendance and support of most College Union events whenever possible.
4. Stewardship of College resources. (e.g.: office supplies, computer, printer, etc)
5. Throughout the term of office, compile and edit a procedure log.

#### **Performance Standards**

The criteria for evaluation in this position include, but are not limited to the following:

- Ability to fulfill job description requirements as listed above in a timely and effective manner.
- Ability to meet organization's and student Activities goals and objectives.
- Proactive demeanor and willingness to work with individuals of various backgrounds and ages.