



ANDERSON UNIVERSITY

Department of Student Life

Clubs Coordinator Job Description

Coordinator Duties:

Successful candidates will have had previous social/service club membership, as well as a passion for organization and community engagement. Preference will be given to students who have held a leadership role in their club before.

Duties:

- Plan and organize campus interest fair
- Facilitate and plan monthly Presidential cabinet meetings
- Lead and Presidential and Advisor fall training
- Communicate with club advisors throughout year
- Coordinate and edit recruitment documents with advisors and Pres/VP
- Update and organize the Clubs Google Drive
- Organize and assist in the planning of Club Wars and Formals
- Communicate with students and advisors involved in Interest Clubs leadership
- Order sound equipment and cables when needed
- Provide coverage for recruitment week in collaboration with the GA and Coordinator for Student Engagement

Expectations and Requirements:

- Attend Student Engagement Leadership Retreat
- Attend and lead all presidential meetings
- Meet bi-weekly with Coordinator or GA of Student Engagement
- Return early for spring retreat in January
- Work 3 office hours per week in the CAB office