The Westmont Activities Council (WAC) serves the Westmont Community by planning and implementing co-curricular events and programs that support the mission of the college and the educational priorities of Student Life. WAC also supports and sponsors student clubs on campus.

The WAC Team works under the guidance and direction of the Assistant Director of Campus Life to program approximately 12-15 all-campus events each semester. This requires frequent night and weekend commitments. Examples of programs and events include focus weeks, after hours events, dances, movies, concerts, educational speakers, current event round tables, etc.

**CLUBS COORDINATOR | 9-11 hours/week**

**Responsibilities**

- Administer and oversee the club application process
  - Upon being hired, assist the preceding Clubs Coordinator in the Spring club chartering process for the following academic year
  - Administer the Fall club chartering process mid Fall semester
- Plan and lead club officer informational meetings at the beginning of each semester
- Provide primary support for clubs: includes reviewing funding requests, room reservations, event support, and general support
- Keep clubs website updated with club list and photos
- Submit club reimbursements in a timely manner (Vendorlink)
- Serve on the WAC Budget Committee in April (upon being hired and again during year of service) and Club Bonus Funding (December)
- Respond to clubs@westmont.edu emails in a timely manner
- Assist in set-up, implementation, and tear down of WAC events. Work before, during and after all events: set up, collecting tickets, event maintenance, addressing policy violations (sneaking in, alcohol issues, etc.) & cleanup
- Maintain a minimum of four office hours (during business hours) each week in the WAC office
- Attend weekly WAC staff meetings
- Serve as point person for the fall community picnic
- Serve as point person for the spring “cupcakes and clubs” event
- Meet every other week with the Assistant Director of Campus Life on an individual basis
- Maintain regular communication with the student body through aggressive and imaginative advertising to keep them abreast of campus events and WAC activities through the year.
- Keep detailed and accurate records of event planning and club administration

**Expectations**

- Collaborate with student organizations, academic departments and campus offices to plan special events
- Attend all student leadership training sessions including the fall and spring retreats and all leadership lunches and Leadership Lunch/Live sessions.
- Be present the first weekend of each semester for “welcome back!” programming
- Have no outside work commitments above ten hours per week
- Attend weekend WAC retreat during the fall semester
- Uphold Westmont’s community life standards (see common app for more information)
- Program around the annual Student Life divisional goal
Qualifications

- Cumulative grade point average of 2.3 or higher
- Experience with planning and implementation of both small and large-scale programs
- Strong ability to manage time well, meet deadlines, maintain a high level of organization and manage multiple projects simultaneously
- The ability to be self motivated and to work independently when the need arises
- The ability to work in a fast paced office
- The ability and desire to work closely with other student leaders and the Assistant Director of Campus Life
- The ability to relate and work professionally with a diverse student population
- The ability to organize time and resources to develop, promote, implement, and evaluate programs
- The ability to be flexible, creative, and distinct with programming and program promotion
- The ability to manage financial resources effectively and responsibly and to work within a specified budget.
- Maintains full-time student status at Westmont and fulfills the college’s eligibility requirements for participation in campus activities as reflected in the Student Handbook.
- Excellent verbal and written communication skills and strong interpersonal skills
- Ease and professionalism in working with faculty, staff, community members, fellow students and local event providers
- Possesses an understanding of Westmont’s mission, campus environment and culture (current or previous experience on the programming board or in student leadership is desirable)

Compensation

The Clubs Coordinator shall receive a stipend of $1,900 for their commitment from August 2016 to May 2017.