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.

PUBLICITY COORDINATOR | 9-11 HOURS/WEEK

Responsibilities

- Assist with promotion and publicity of all WAC events.
- Serve as an advertising resource for clubs
- Produce and implement timely advertising for the following (but not limited to) avenues: posters, DC Screen, Current Students Page, Chapel Slides, Student Life Facebook, WAC Instagram, kiosk, etc.
- Meet individually with event planners far in advance of their respective event in order to develop an advertising plan
- 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.
- 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 one all-campus events each semester
- Meet every other week with the Assistant Director of Campus Life on an individual basis
- Keep detailed and accurate records of all event planning

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

- It is required that this position has a working knowledge of graphic design. The preferred candidate will have a thorough understanding of graphic design.
- 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 Publicity Coordinator shall receive a stipend of $2,000 for their commitment from August 2016 to May 2017.