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.

**DIRECTOR | 12-15 HOURS/WEEK**

Responsibilities

- Provide guidance and assist fellow WAC members and club presidents with event planning and WAC operations
- Arrive three days prior to the start of Student Leader Training in order to prepare for Student Leader Training, and the year ahead, in conjunction with the Assistant Director of Campus Life.
- Lead weekly WAC meetings when the Assistant Director of Campus Life is not available
- Meet weekly with the Assistant Director of Campus Life
- Meet with the WCSA Executive Council 1-2 times a month
- Write WCSA funding proposals as necessary
- Coordinate WAC volunteer board, including:
  - Developing volunteer procedures, incentives, accountability, etc.
  - Aggressively communicating volunteer opportunities to the student body
  - Managing volunteer sign ups, reminders, training, thank yous, etc.
  - Working with WAC team to develop culture of working with volunteers
- Manage the WAC “borrow board”
- Respond to wac@westmont.edu emails in a timely manner
- Serve on the WAC Budget Committee in April (upon being hired and again during year of service) and Club Bonus Funding (December)
- Assist with administrative duties as assigned by the Assistant Director of Campus Life
- Responsible for office organization
- Assist in set-up, implementation, and tear down of WAC events. Work before, during and after all events: setup, collecting tickets, event maintenance, addressing policy violations (sneaking in, alcohol issues, etc.), cleanup, etc.
- Maintain a minimum of eight office hours (during business hours) each week in the WAC office
- Attend weekly WAC staff meetings
- Serve as point person for multiple all-campus events each semester
- Serve as point person for Orientation event (typically the Line Dance)
- Have no outside work commitments above ten hours per week
- 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 all event planning. Work with the WAC Team to ensure all event folders and documentation are in a state of readiness for the following year.
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

- The preferred candidate will have served on WAC previously
- 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 WAC Director shall receive a stipend of $2,500 for their commitment from August 2016 to May 2017.