**Events Coordinator**

**Global Student Programs & Development**

Lead a **dynamic** and **creative** team as you work together to plan bridge-building and community events on campus! We are looking for a *fun, responsible, innovative and energetic student* who desires to grow in his/her God-given strengths while being part of a diverse team.  As part of this team, you will be given the opportunity to *inspire your team* to impact your fellow global students by providing a welcoming community for them.  Also, you will be able to connect global and domestic students together through planning and hosting cultural awareness events.

**Mandatory Commitments for all Coordinators:**

**Meetings**

* Weekly 2 hour leadership development meetings with other Coordinators and Directors
* Bi-monthly one–on-one with Director (According to your schedule)
* Weekly 1 ½ hour meeting with own Events Intern team (according to your schedules)
* Three All-Team meetings each semester
* Attendance and participation in *at least* 80% of Global Student Events

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| **Dates** | **Commitments** |
| April 25, 2015 | All New Team Welcome Dinner |
| May 1 – 3, 2015 | Coordinator Spring Training (Away) |
| May 9, 2015 | All New Team Spring Training |
| Aug. 7-9, 2015 | Coordinator Fall Training (Away) |
| Aug. 10-14, 2015 | All Team Fall Training |
| Aug. 17-21, 2015 | UG Global Student Orientation Participation |
| Jan. 21, 2016 | Coordinators Winter Training |
| Jan. 22, 2016 | All Team Winter Training |
| Feb. 20, 2016 | SCORR Conference |

**Training**

**Role:** The Events Coordinator leads a team of 5-6 interns to plan the following events:

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| * Activities for Global Student Orientation * Fall Festival * Wednesday Wake-Ups * Collegium Kickbacks | * Meet the Neighbors * A Night of Thankfulness * Sports events (if desired) * Pop up Events (if desired) |

**Leadership Development:**

The Events Coordinator receives mentoring and leadership training from the Director of Global Student Programs and Development. He/she will implement those training skills within his/her Events Team.

**Compensation:** $9/hour

**Time Commitment:** 10 hours a week

**Qualifications:**

* Currently enrolled at Biola University as an Undergraduate or Graduate student with a cumulative GPA of at least 2.5
* Identify with the global community
* Sensitivity to cultural differences
* Strong oral and written English communication skills
  + Event planning experience
  + Willingness to learn and grow in an intercultural team!
  + Bilingual language abilities *(preferred)*