



## Assistant Programs Coordinator (APC) – Job Description

**Time Frame:** July–May (early)

**Commitment:** 20 hours each week

**Reports To:** Student Programs Coordinator

**Scholarship:** 16% of the cost of tuition (approx. \$4,600)

The Assistant Programs Coordinator is responsible for facilitating all campus activities for the Corban Student Body. They work closely with the Student Activities Board, and handle communication with campus departments and personnel regarding campus activities.

### General Qualifications:

Be a current undergraduate who has completed at least two full semesters at Corban and...

1. Be a member of the Corban Community in good standing
2. Be familiar and compliant with Corban's Student Walkthrough
3. Be registered for a minimum of 12 credits, with a maximum of 18 credits
4. Demonstrates an authentic relationship with Christ
5. Exhibit peer leadership abilities and effective organizational skills
6. Have a passion for the mission of Corban, and desire to represent the students of Corban
7. Possesses a cumulative G.P.A. of 2.5 or higher

### Position Qualifications:

The Assistant Programs Coordinator must pay attention to detail when planning events and be able to effectively delegate responsibilities and motivate their peers. This person must be assertive, persistent, committed to the position, and have had previous experience running activities. Interpersonal communication skills are a must for this position.



### **Position Responsibilities:**

*Note: Position responsibilities are not limited to what is listed.*

The Assistant Programs Coordinator is expected to:

1. Assist the Student Programs Coordinator in leading the SAB team
2. Collaborate with RAs, AACs, & ACs to put on residence hall events (ex., Lumberjack Games)
3. Communicate with other campus offices regarding activities
4. Complete evaluation forms and keep records for each event
5. Coordinate new and traditional large-scale event opportunities (ex., Beach Party)
6. Hold regular office hours (five scheduled per week)
7. Partner with and enable student led activities (ex., Zombies vs. Humans)
8. Work with outside vendors for any activities brought to Corban

### **Meetings, Trainings, and Other:**

1. Attend all training sessions as outlined in the Hiring Process/Training Timeline
2. Attend Chapel
3. Be First Aid/CPR/AED certified and physically prepared to administer basic first aid (training offered on campus)
4. Meet twice weekly with SAB team
5. Meet weekly with Student Programs Coordinator
6. Represent the University with maturity and professionalism