

McKendree University Campus Activities Event Leader Work Agreement

Position Title: Campus Activities Event Leader

Department: Campus Activities

Reports To: Manager of Campus Activities or designee

Position Type: Part-Time, On-Campus Student Employment

Positions Available: 1-5

Hours Per Week: Up to 3–15 hours per week (varies depending on event schedule)

Position Summary

An Event Leader supports McKendree University's Campus Activities by assisting in the planning, organization, and execution of campus events and programs. Event Coordinators are responsible for helping events run smoothly, leading volunteers, managing logistics, and ensuring that students have positive and engaging experiences at university-sponsored activities. Event Coordinators will often serve as the "face" of Campus Activities during events, taking charge, communicating clearly, and maintaining professionalism. They also have the opportunity to propose and host their own events under the supervision of the Campus Activities staff.

Duties and Responsibilities

- Event Support and Logistics
 - Assist in the setup, operation, breakdown, and cleanup of campus events.
 - Manage event components such as music, supplies, equipment, games, giveaways, sign-ins, etc.
 - Act as the point of contact during events for logistic coordination
- Leadership and Team Coordination
 - Lead and direct other student staff or volunteers for events.
 - Help maintain a safe and respectful environment for attendees.
 - Uphold University and Campus Activities policies during events.
- Programming and Creativity
 - Propose event ideas and help design student-centered events and programs
 - Plan and run independent student-led events with supervisor approval
 - Take initiative to identify opportunities to improve event quality, engagement, or efficiency.
- Communicate regularly with supervisors and staff about event needs and updates.
- Handle unexpected challenges calmly and professionally during events.
- Demonstrate a positive and energetic attitude to encourage student engagement.
- Perform other duties as assigned by the supervisor.

Qualifications

- Must be a current McKendree University student who qualified for Federal Work Study.
- Strong leadership, communication, and teamwork skills.
- Outgoing and comfortable interacting with large groups.
- Reliable, punctual, and attentive to detail.
- Ability to problem-solve and adapt quickly during live events.
- Experience in event planning, leadership, or customer service preferred but not required.

- Positive attitude and commitment to creating an inclusive, engaging campus environment.

Work Schedule

Hours vary depending on the Campus Activities event calendar. Evening and weekend availability is required. Schedules are flexible and coordinated around academic commitments. Event Coordinators are expected to attend major campus events and assist with setup, event oversight, and teardown. Additional hours may be assigned during high-traffic programming periods.

Compensation

This position is paid hourly at \$15.00 per hour. Only hours that are worked and accurately recorded will be compensated. Students must maintain Federal Work Study eligibility to continue employment.