



Event Logistics Chair

Position Description: The Event Logistics Chair serves as the organizer and orchestrator of all “day-of” events (the lecture itself and accessory events). Booking room and shuttles for in-person events or creating Zoom webinars/media contracts for digital events. They are expected to have experience in event planning and management.

Duties and Responsibilities:

- Attending regular committee meetings
- Attending as needed sub-committee meetings
- Booking room and transportation for in-person events
- Working with IT or media outlets for digital events
- Working with the Director of Student Activities to book lecture venues and review contracts
- Typically requires 5 hours a week (more when approaching lecture dates)

Qualifications:

- Be enrolled as a full-time student
- Maintain a cumulative GPA no lower than 2.25
- Remain in good academic and disciplinary standing with the University
- Demonstrate skills, knowledge and experience in the role they are applying for
- Ability to be flexible and work well in groups and collaborations
- Ability to meet deadlines.