



Hospitality Chair

Position Description: The Hospitality Chair serves as the organizer of all “day-of” event theatrics including but not limited to decoration of venue, catering for accessory events, supplying green rooms for lecturers. They are expected to have experience in hospitality management and/or event planning.

Duties and Responsibilities:

- Attending regular committee meetings
- Attending as needed sub-committee meetings
- Ordering catering for all DLC accessory events
- Creating decoration plans for all DLC events
- Ordering catering and décor for lecturer’s green rooms
- Brainstorming creative ways to make DLC events as welcoming as possible to all students and community members
- 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.