

CLUB COORDINATOR

Work Hours: 12 hours/week
Salary: \$19.97/hour

Start Date: September 3rd, 2024

Summary

Club Coordinators supports club life at Seattle Central. We help clubs with funding access, resources, leadership practice, and training. The Student Organizations Hub (SOH) is committed to providing spaces for students who want to find a sense of belonging as well as empower them to lead their communities.

What you will Learn

Peer Mentoring

- Lead club orientations to ensure Club Officers are aware of resources, quarterly requirements, and processes.
- Plan and facilitate events aimed at encouraging club collaboration and celebrating achievements.
- Guide Club Officers on event planning, club recruitment, and other relevant leadership skills.

Customer service

- Assist with requests such as room reservations, printing, and club information updates.
- Review funding requests for legality and assess the viability of the request.
- Connect interested students with Club Resources and events.

Community Management

- Utilize various social media platforms and on-campus presence for outreach.
- Collect data (surveys, sign-ins, etc.) to help assess events and Club Activity.
- Support other Student Life events and programs through attending their events, joining planning committees, and helping with marketing.

Leadership Development

- Attend trainings centering around various skills including community building, facilitation, and transfer/post-college readiness.

Requirements

- Must be a currently enrolled student at Seattle Central College for Fall 2024;
- Must plan to be enrolled in at least 10 credits per quarter throughout the 2024-25 academic year (excluding Summer Quarter);
- Must be able to commit at minimum, 6-months (2 quarters at Seattle Central).
- Must have and maintain at least a 2.5 quarterly/cumulative GPA;
- An eagerness to work with and serve students of all backgrounds: cultural, ethnic, religious, political, gender identity, academic pursuits, and all other ways we define our uniqueness;
- Cannot be a President or Vice-president of an active Seattle Central club unless the applicant is willing to pass on leadership responsibilities once hired.



**SEATTLE CENTRAL
COLLEGE**

Student Leadership



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bit.ly/cabjobs2024 to apply!