POSITION OPENING

POSITION: Hospitality & Special Events Coordinator – This Way to Sustainability
Part-Time, Non-Benefited, Hourly, Non-Exempt

RECRUITMENT ID: 720
LOCATION: Holt 381; Normally on campus but telecommuting during COVID-19
COMPENSATION: $13.00/hr

ESSENTIAL JOB FUNCTIONS: The This Way to Sustainability (TWTS) Conference is a multidisciplinary, nationally recognized, student-run conference focused on challenges, ideas and solutions to resiliency, as we work toward a more sustainable future. We will have 4 student coordinators for TWTS 2021. Each coordinator will have a primary focus while also collaborating with other coordinators to assist in overall conference goals.

Duties shall include but are not limited to:

Hospitality:
- Responsible catering and refreshments
- Responsible for booking hotel reservations and flights for Keynotes
- Responsible for booking restaurants for dinners
- Coordinate the Greenie Awards competition, Paul Person Award in coordination with Bonnie Persons, and the Resilient Communities Award
- Coordinate evaluation/judging of the Poster’s and create awards – to be announced during speaker reception – Rawlin’s Professor Sponsors Award

Special Events:
- Create, design and implement the annual competition for the conference (e.g. tiny house design contest, bike race, etc.)
- Plan and execute the annual bike race
- Plan and execute the student conclave event
- Responsible for coordinating the speaker reception in collaboration with poster symposium
- Coordinate the Student Convergence (Weekend) and Introductory Student Mixer (Wednesday)

Other:
- Lead 2 Tracks – communicate with faculty leads, manage proposals, notify speakers, etc.
- Serve as the primary contact person for 1 keynote speaker
- Collaborate with TWTS Planning Committee to share ideas, benchmarks, and progress
- Provide support to the other Student Coordinators as needed & communicate progress with other Student Coordinators
- Other duties as assigned

GENERAL GUIDELINES AND EXPECTATIONS:
- Work together with the TWTS Planning Committee and the other Student Coordinators
- Attend leadership training sessions for all TWTS coordinators
- Bring a positive attitude to the team; work cohesively with all members of the team;

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

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• Provide regular feedback on assignments to the Planning Committee;
• Post all documents in our shared file folders
• Attend all planning meetings
• Be accountable; complete all tasks on time
• Create a “standard operating procedure” (SOP) for this position
• At the close of each semester, write a semester summary with suggestions for improvement and complete a reflection survey on the conference

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

• Chico State Enterprises application
• Cover letter
• Resume

APPLICATION DEADLINE: Application deadline is August 21st. Open until filled. Applications can be submitted:

BY EMAIL: csejobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact Chico State Enterprises Human Resources office:
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

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