

SEA Assistant Coordinating Director

This position assists the Coordinating Director in the various weekly tasks, responsibilities and leadership that the Director cannot fulfill. Many times those tasks involve the logistics of event planning which often includes, but is not limited to, submitting Event Request Forms (ERFs), taking meeting notes, remaining aware of SEA supplies their location, as well as organizing, buying or picking up supplies from on or off campus. This position helps manage, set up and tear down at the weekly events, possibly even the event itself. The Assistant Coordinating Director regularly attends SEA meetings, participating in the brainstorming, implementing and executing of events and activities. Important skills include: organization, communication, flexibility and attention to detail.

Required: 2.5 GPA; in good standing with the university