

## **SEA Coordinating Director**

This position helps SEA prep each week for the upcoming weekend event. Preparation 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 person also helps the team set up, tear down and manage any part of the event that may need assistance, possibly even the event itself. The Director manages the Assistant Coordinating Director dividing, organizing and communicating needs between the two positions. The Coordinating Director regularly attends SEA meetings to participate in the brainstorming and implementation of events. Important skills include flexibility, attention to detail and communication.

*Required: 2.5 GPA; in good standing with the university*