



# Cultural Events Coordinator

*Associated Students of Whitworth University*

## Tasks and Responsibilities

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- a. Recruit multicultural performers, speakers, and artists to present at Whitworth in collaboration with the cultural clubs, theatre and music departments, history club, select courses and/or the Office of Student Diversity, Equity, and Inclusion. (Goal of one per month, or in coordination with week-long themes or history months).
- b. Serve as chairperson of the Multicultural Advocacy Council (MAC), which will meet once a semester and be comprised of:
  - (At Least) One Cultural Diversity Advocate (CDA)
  - Any Interested Act 6 Scholars (Preferably one from each Cadre)
  - (At least) One officer of all cultural clubs currently chartered at Whitworth
  - Officers of any other interested clubs
  - (When Available) Assistant Dean of Student Diversity, Equity, and Inclusion
- c. Assist in the planning of the MAC Retreat in the fall of each academic year.
- d. Meet regularly with the Assistant Dean of Student Diversity, Equity, and Inclusion.
- e. Meet regularly with Director of Student Activities
- f. Serve on the Institutional Diversity Committee (IDC) and attend all meetings/retreats.
- g. Meet regularly with the Assistant Dean of Student Diversity, Equity, and Inclusion to discuss upcoming events, and support of the CDA program, Act 6 Leadership Initiative, and other initiatives.
- h. Inform the ASWU of any other campus-wide or faculty-led cultural events as they occur.
- i. Have a minimum of 5 regularly scheduled office hours per week.
- j. Attend weekly ASWU Assembly meetings.
- k. Sign up for the GE 330 leadership class in both the fall and spring semester.
- l. Attend the spring leadership retreat and the fall leadership retreat, which begin approximately one week prior to the commencement of each semester.

## Qualifications

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- a. Passion for multicultural/intercultural student development and the ability to work well with peers, college administrators, faculty, and staff.
- b. Proven organization skills, with excellent follow-through coordinating large programs and activities.
- c. The ability to convene and facilitate a large group meeting.
- d. Ability to work well in a flexible structure without a lot of direct supervision.

- e. Be and undergraduate enrolled in at least 12 units per semester.

## **Compensation**

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60 hours/month at minimum wage for 8 months