**Eagle Entertainment General Event Planner 1**

The Eagle Entertainment student programming board assists in development, planning, and implementation of campus wide, student-oriented activities and programs at Eastern Washington University. Programs should be multidimensional and multi-faceted to represent Eastern’s diverse student populations.  This position works under the general supervision of the Assistant Director for Student Engagement.

**Eagle Entertainment General Events Planner duties may include, but are not limited to, the following:**

1. Attend all scheduled Eagle Entertainment meetings.
2. Plan Eagle Entertainment events. This may include but is not limited to preparing decorations, developing meal and light refreshment menus, building event itineraries, and preparing itemized lists of needed resources, and submitting necessary event request forms with supervision.
3. Facilitate Eagle Entertainment events. This may include but is not limited to public speaking, managing objective hazards, leading groups and individuals, adapting to unforeseen changes, tracking event attendance, and distributing surveys.
4. Assist in the distribution of all posters, flyers and other marketing material on and off campus for Eagle Entertainment events and activities.
5. Assist with Eagle Sound Productions tasks as needed.
6. Represent Eagle Entertainment and Eagle Sound Productions at promotional events.
7. Provide all invoices and event forms to Assistant Director of Student Engagement for approval/signature.
8. Be willing and able to participate in skill, leadership, and team-building workshops and retreats as directed by the Assistant Director of Student Engagement.
9. Communicate and work well with other students, the public, and the university community.
10. Continually develop and exhibit organizational and time management skills.
11. Complete other related duties as assigned or required.

This position reports to the Assistant Director for Student Engagement.

This position will work a max of 19 hours per week depending on workload. The work week will consist of Monday through Friday, but the schedule will also include some evenings and weekends.

Required Qualifications:

Applicants must be dependable, responsible, take initiative, and possess independent working skills.

In some instances, it may be necessary to have a valid Washington (or out of state) driver’s license or other form of formal identification.

Applicants must be willing and available to serve on the Eagle Entertainment student programming board for an entire academic year.

Applicants must possess basic computer skills, including familiarity with Microsoft Office and Adobe software platforms.

Applicants must have the ability to lift up to 40lbs with assistance.

Applicants may be required to have availability to work evenings and weekends.

Applicants must have experience working with diverse populations.

Applicants must be able to work with others at all levels of the Eagle Entertainment, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate, be able to work with a coordinator to address conflict and challenges, and work effectively both independently and as a member of a team.

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

 **Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**