**Eagle Entertainment Programmer 2 - Lead**

The Eagle Entertainment is seeking a student interested in working part time as the lead (chair) for the entertainment and event programming board. Eagle Entertainment assists in development, planning, and implementation of campus wide, student-oriented activities and programs at Eastern Washington University. Programs are designed to meet the evolving needs and interest of EWU’s diverse student populations, and may include movies, concerts, game nights, comedy shows, the annual drag show, and EWU’s Parent and Family Homecoming. This position works under the general supervision of the Assistant Director for Student Engagement.

Eagle Entertainment Programmer 2 - Lead duties may include, but are not limited to, the following:

1. Prepare meeting agendas and facilitate Eagle Entertainment meetings.
2. Act as a liaison during co-sponsorship opportunities with Eagle Entertainment.
3. Lead the development events and activities that meet the needs of the entire student body.
4. Create a dynamic and motivational office environment for the student staff of Eagle Entertainment.
5. Assist with the hiring, training and communication between EE’s General Event Planners.
6. Assist with the coordination of program volunteers.
7. Assist with the coordination and organization of student staff schedules.
8. Manage Eagle Entertainment resources and assets.
9. Represent Eagle Entertainment at promotional events and student org meetings.
10. Assist with Eagle Sound Production activities as needed.
11. Assist with the coordination of resources requested by EE’s General Event Planners.
12. Assist with the prioritization and distribution of all posters, flyers and other marketing materials, on and off campus, for Eagle Entertainment events and activities.
13. Perform other related duties as assigned or required.

This position will report to the Assistant Director of Student Engagement.

This position has flexible hours and will require availability to work evenings and weekends. 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 have at least 1 year of experience working on a student-lead programming board.

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 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.

Add language about sharing work/ employer work product not your own—in other words your work may be subject to modification for EWU’s use. (Chris Hoppe will do some homework and get back to us).

**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 before 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.**