



# ASGBC Director of Events and Programs

## Position Description

Position Summary: The Director of Events and Programs of the Associated Student Government of Bellevue College (ASGBC) is responsible for overseeing and directing the association's events and programming efforts, as well as overseeing and maintaining established programs of the ASGBC. Responsibilities range from overseeing the Office of Programming and Communication, planning and executing events, chairing the Electoral committee and overseeing the ASGBC elections processes, and directing the annual ASG Gala and Awards ceremony.

**POSITION:** Director of Events and Programs

**DEPARTMENT:** Associated Student Government of Bellevue College

**SALARY:** \$18,500

**EMPLOYMENT START DATE:** August 1<sup>st</sup>, 2024

**EMPLOYMENT END DATE:** June 30, 2025

**APPLICATION OPENS:** February 26<sup>th</sup>, 2024

**APPLICATION CLOSES:** March 31<sup>st</sup>, 2024

### Desired Qualifications:

- Event Planning Experience
  - Proficiency in event planning and execution, including coordinating logistics, managing budgets, and ensuring a seamless attendee experience.
- Proficiency in Microsoft Products (Outlook, Teams, SharePoint, etc).
  - Especially with Excel.
- Strong Verbal and Written Communication
  - Strong verbal and written communication skills to effectively convey information, provide updates, and collaborate with team members.
- Excellent Time Management
  - Effective prioritization and allocation of time to manage multiple tasks and meet deadlines.
- Attention to Details
  - Keen eye for detail to ensure accuracy in documentation and compliance with regulations.

### Required Qualifications:

Director of Events and Programs applicants are expected to meet the following requirements at the time of application:

- a. Must maintain at least eight (8) credit hours of coursework per quarter throughout the period of employment.
- b. Must have a minimum GPA of 2.5 and maintain a minimum quarterly GPA of 2.5 throughout the period of employment.
- c. Be in good standing with Bellevue College and not on disciplinary probation.
- d. Be in good academic standing, and not be on academic probation.
- e. Applicants are expected to present prior experience in leadership in some form.

### Essential Job Functions:

The Director of Events and Programs shall:

- A. Serve as a voting member of the Board of Directors.
- B. Attend all mandatory training sessions, meetings, and retreats.
- C. Serve on all committees as assigned.
- D. Oversee the ASG Office of Programming and Communication, in conjunction with the Director of Public Relations.
- E. Oversee and direct all ASG events, and activities.
- F. Be responsible for overseeing all established ASG Programs, such as the ASG Laptop Loan Program, and others.
- G. Chair the Electoral Committee and be responsible for ensuring that elections are held in adherence to the policies set forth by the ASG Constitution, and ASG Bylaws.
- H. Assist the chartered student organizations with developing and planning events and activities on campus.
- I. Serve as the liaison between the Associated Student Government and the Events Office, Bellevue College Foundation, and the Office of Institutional Advancement when necessary to complete ASG objectives, tasks and goals.
- J. Serve as the liaison between the Associated Student Government and the Campus Activities Board.
- K. Coordinate with the Vice President and the Chief of Administration to establish an event schedule for each academic quarter.
- L. Lead and direct the annual ASG Gala and Awards Ceremony, in collaboration with the Board of Directors.
- M. Create and distribute on-campus and digital promotion, and advertising in collaboration with the Director of Public Relations.
- N. Faithfully execute the duties and responsibilities of office while adhering to the Bellevue College Code of Student Conduct, Bellevue College policies & procedures, regulations set forth by the Bellevue College Board of Trustees, and Washinton State and Federal laws.
- O. Be accountable for nineteen hours of work per week. During this period, the Director of Events and Programs may hold office hours, attend and schedule meetings, complete and work on projects, oversee the association's programming efforts, and otherwise perform duties and tasks as assigned by the ASG President.
- P. Develop a working knowledge, and adhere to the ASG Constitution, ASG Bylaws, ASG Financial Code.

- Q. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- R. Exercise authorities granted by the ASG Constitution, ASG Bylaws, and the ASG Financial Code.
- S. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- T. Perform related duties and tasks as assigned by the ASG President.