



Student Engagement

Bellevue College Student Engagement

2024-2025 Campus Activities Board Events Coordinator
(Multiple positions available)

Campus Activities Board

The Campus Activities Board (CAB) at Bellevue College is dedicated to keeping students engaged by providing a wide array of events that create memories, instill school pride, and bring the BC community closer together through mutually shared experiences. The CAB team hosts and helps to produce campus-wide activities that promote engagement, inclusion, wellness, and entertainment in the hopes of enhancing the college experience for BC students. Board members should be outgoing, energetic, organized, and act as ambassadors to get students involved. Professional event planning experience is NOT required.

CAB Events Coordinators

The CAB Events Coordinators primary job function is to oversee the production of diverse educational, social, and cultural events to serve the needs of the students at Bellevue College and enhance the Student Life experience.

Duties:

- Design the set-up, plan, develop, implement, assess and evaluate assigned event programs.
 - Legacy Events
 - Quarterly Programs: Week of Welcome, Lectures, and De-Stress Days
 - Other events as decided on by the Student Activities Board and Student Engagement professional staff.
- Be responsible for scheduling and setting up facilities, obtain necessary technical equipment, order and monitor tickets, and introduce the event; provide excellent customer service.
- Plan and implement a publicity and promotion plan for each assigned event program and coordinate with Campus Activities Board Graphics and Marketing Team.
- Collaborate with faculty and instructors on event and programs that are relevant to classes and academic success.
- In collaboration with Clubs Programmers, work with student clubs and other college departments on event programs when appropriate.
- Actively seek input from the student body to determine (in collaboration with CAB) a broad array of activities and events to appeal to diverse student populations prior to the start of each quarter.
- Assist with recruitment and coordination of volunteers for CAB.
- Provide accurate and timely information concerning events to Front Desk & Student Engagement colleagues.
- Develop participant evaluations of events, attendance counts and other relevant data to measure program outcomes.
- Complete "Event Assessment" form within 2 weeks following each event.

- Complete a quarterly evaluation, create quarterly goals, and prepare a portfolio.
- Post hours of work and turn in a quarterly schedule to the front desk.
- Attend all scheduled event program team meetings, general staff meetings, and designated team events.
- Serve as the Student Activities Board meeting facilitator and minute-taker on a rotating basis.
- Follow all department and college policies and procedures.
- Prepare and complete event program files.
- Produce graphic designs for event fliers, brochures, print and online advertisements, posters, digital displays, flyers, and other publications as assigned.

Qualifications and Requirements

At the time of hire, students must:

- Be enrolled in at least 7 credits at Bellevue College.
- Be in good standing with the College as far as Student Conduct while in the position.
- Be enrolled in at least 7 credits at Bellevue College each quarter (except summer) Maintain a GPA of 2.5 or greater.
- Remain in good standing with the College as far as Student Conduct.

Compensation

For Fall 2024 – Spring 2025:

- 10-19 hours a week at \$18 per hour.