



SALC Student Programmer Position

Coordinate and assist with programming of events for Student Activities and Leadership Center (SALC) and HAP'N. This will include running or assisting evening and weekend events – ice skating; bowling; bingo; Minute to Win It games during athletic events, etc. Making sure necessary forms (sign in sheets, waivers) are properly completed.

Advertising for all events for both SALC and HAP'N. This will include window painting (on windows in game room/SALC area) and cleaning of windows after events are over; posters for inside and outside including removal of same when events are over. New ideas for advertising welcome. Decorate and update SALC bulletin board.

Attend bi-monthly SALC staff meetings.

Other duties as assigned.

Specific details: Assist with annual events such as the Children's Easter Egg Hunt; Leadership Awards Reception; Student Organization Fairs; Workshops; Parade of Trees and Children's Holiday Party; Rocker Days; All Campus Leadership Retreat; etc. Keep storage areas neat and orderly on a regular basis.

Be able to work independently and use initiative to get a variety of chores done including completing tasks in a timely manner; find things that need to be done.

