



## Grinnell College

### Student Job Description

#### Job Details

**Job Title:** Advance Coordinator (2)

**Department:** Office of Development &  
Alumni Relations

**ID:** ST-DEVAR-007

**Date Completed:** 2/22/19

**Supervisor Title:** Assistant Director of  
Alumni and Donor Relations for  
Reunion and Awards Programs

**Pay Grade:** IV (\$9.50/hr)  
(as determined by policy manual)

#### Position Description

The Advance Coordinators are members of the Senior Staff team. One acts as the lead Advance Coordinator and the other as the Assistant Advance Coordinator.

Advance Coordinators oversee and supports the set-up and execution of all events, programs, workshops, lectures and other activities during Reunion. They coordinate and finalize all event needs, working with the other senior staff leads to provide the necessary requirements for every event.

In the week leading up to Reunion, the Advance Coordinator works to clarify all event needs with the Senior Staff team and drafts a schedule that will support those needs.

In the week leading up to Reunion, the Assistant Advance Coordinator works closely with the Housing Coordinator and takes the lead on organizing the dorm keys for Reunion guests.

The Advance Coordinator lead also acts as Reunion Team Lead for one overnight shift. During this overnight shift, this Senior Staff member will be on call from 11PM-8AM and will take care of all guest needs that arise during this time. This may include meeting guests who arrive late, or responding to requests for information from guests or Campus Security.

This position supervises other students.

**Supervision Description:** Advance Coordinators are assigned a team of Reunion Assistants who they supervise in order to facilitate successful events and programs. They assign tasks, give clear instructions, and offer support to the Reunion Assistants, as needed.

#### Qualifications and Professional Development

##### Qualifications:

Must have event planning experience, be articulate, a team player, able to take and give direction, and be well organized. The ideal candidate will have an eye for detail and will be good at anticipating the needs of speakers and events. Must be proficient with Word and Excel.

This position requires that the candidate have a valid driver's license.

**Specific Skills Acquired/Developed:** Communication; interaction skills; organization skills; Time management; Team work;

**Transferable Skills:** Ability to work in a team structure; Ability to verbally communicate with persons inside and outside the organization; Ability to make decisions and solve problems; Ability to obtain and process information; Ability to plan, organize and prioritize work

## Schedule and Location

**Location (physical address):** All campus

**Schedule:** These positions are required to work beginning Tuesday, May 21 through Wednesday, June 5. The Advance Coordinators are expected to work 8-12 hour days during Reunion and 8 hour days in the days prior to and after Reunion.

There will be a mandatory training meeting on Sunday morning, April 28. Additional training meetings may be added for some specific positions.

## Physical and Cognitive Requirements

**Physical:** sit; walk; stand; use hands to finger, handle or feel; talk or hear; light to heavy physical activity

**Cognitive:** Analyzing information; Effective communication; Planning and organizing; Adjusting to change; Coordinating work with others; Handling multiple assignments and priorities; Concentrating – maintaining attention to detail

## Evaluation Procedure and Schedule

Evaluation meeting will take place at the end of Reunion with the Associate Director of Alumni and Donor Relations for Reunion and Awards.

## Application Instructions

**Position Availability:** Positions are available for summer 2019.

**When to Apply:** Applications are accepted until Tuesday, April 2

## FWS Information

- Position eligible as Community Service component.
- Position involves reading tutoring.
- Position possibly involves work in religious or spiritual services.

## Working with Minors

Has contact with minors while performing duties.