#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Student Events & Projects Coordinator

**Job Number:** A-478 | VIP: 1934

**Band:** OPSEU-7

**Department:** Student Affairs

**Supervisor Title:** Manager, Student Affairs

**Last Reviewed:**  July 26, 2023

#### **Job Purpose:**

Reporting to the Manager, Student Affairs, the Student Events & Projects Coordinator provides support to the student event risk management process. The Coordinator evaluates student event proposals to ensure measures are in place to mitigate risk to an acceptable and appropriate level – this includes providing support, coaching and training to students leaders on event planning. The Coordinator will analyze and lead any recommended changes to the student event risk management process to ensure efficiency and efficacy.

On a need’s basis, the Coordinator will also facilitate special projects that support student success, and provide support to existing programs on a needs basis.

#### Key Activities:

##### Student Event Risk Management

* Coordinates the risk assessment process for student run events throughout the year, which requires knowledge on the risk management process, the use of waivers for student events, and providing direction to student leaders as they organize and prepare their activities and events.
* Conducts risk assessment for student-led events on campus and approves/denies events submitted through the risk assessment portal.
* Maintains an updated record of approvals that campus safety/security, Colleges and room bookings staff have access to.
* Approves/denies booking requests through the Enterprise Schedule System for the Bata Podium.
* Provides coaching/feedback to student groups to ensure safety needs are met in events.
* Meets regularly with clubs, groups, and student organizations to provide direction as they develop their activities and events and keeping safety and security of all students and attendees as the main prerogative.
* Communicates regularly with Risk Management, Colleges, Security, Food Services, Student Associations, Room Bookings, Communications, and campus partners to assist in the coordination and implementation of campus events.
* Reviews and add events to the appropriate Trent calendars on behalf of the Office of Student of Affairs.
* Tracks and stores information related to approved/denied events.
* Keeps a record of signed waivers for different club and group events.
* Uses survey software to collect information about student events and updates the contact information if event has been approved or denied.
* Checks and monitors the student events email regularly.

**Training & Resource Development**

* Conducts training sessions for clubs, groups, and student governments on the risk assessment and event approval process.
* Develops resources and documents for training and reference purposes related to event planning and event risk management.
* In collaboration with relevant campus partners (i.e. Student Associations, Student Affairs, Campus Safety), provides recommendations and drafts documents/processes/procedures to support events run by student clubs and groups.

##### Student Support & Special Projects

* Provides support to the Office of Student Affairs programs as required.
* Identifies student needs and leads special projects in the Office of Student Affairs.
* Acts as a resource person for the Student Charter.
* Performs other duties as assigned.

#### Education Required:

* Honours Bachelor’s Degree (4 year) required.

#### Experience/Qualifications Required:

* At least two (2) years related experience required. Preference given to candidates with experience in risk assessment and event planning.
* Working experience directly supporting students in a post-secondary environment is an asset.
* Excellent interpersonal skills and written/spoken communication skills, tact, patience, and confidentiality.
* Strong understanding of equity, diversity, and inclusion in a postsecondary environment/
* Some project development/project management experience an asset.
* Excellent knowledge of the Microsoft Office Suite with strong virtual communication skills. Knowledge of Qualtrics is an asset.
* High degree of enthusiasm, creativity, efficiency, and organization.
* Demonstrated ability to maintain confidentiality.