**Activities Coordinator, Residence Hall Activities Board**

**Basic Function and Responsibility**

Assists in the programming efforts and development of community among residence hall residents. This is a 10-month position from August 6, 2025-May 16, 2026 and requires an average of 10-hours a week. Hours will vary but include night and weekend hours.

**Characteristic Duties and Responsibilities**

- Responsible for planning and implementing a minimum of three events a semester in addition to planning and implementing one large event for each semester.
- Complete all necessary paperwork for events and programs, such as budget forms, transition documents.
- Effectively communicate with campus partners (ie CAB, Scope, student orgs, etc) in a timely and professional manner for collaboration and marketing efforts.
- Review and evaluate funding requests from other student organizations.
- Participate in the delivery of fundraising items to student rooms.
- Participate in the interview and selection process for of activities board members during the Spring Semester.
- Develop and coordinate programmatic initiatives for the halls with the other activities board members as well as collaboration with hall associations.
- Serve as member of the University Housing & Dining Student Advisory Board.
- Attend conferences such as the Iowa State Leadership Experience, MACURH and NACURH conferences.
- Participate in "Of the Month" recognition initiatives, writing and voting on OTMs each month.
- Assist in coordinating Hall of the Year competition and End of Year Celebration in Spring 2026.
- Perform other duties as assigned.

**Additional duties to be split among board:**

Communications

- Develop and curate engaging content for social media platforms, newsletters, and table tents
- Interact with users and respond to social media messages, inquiries, and comments
- Maintain active social media presence by attending events or providing content from events in posts

**Supervision Received**

General supervision is received from the Student Engagement Coordinator Grad or Assistant Director for Student Engagement and Leadership or other designated official.

**Time Commitment**

- Attend Fall and Winter Trainings. Fall training will start August 7th 2025. Winter is TBD.
- Weekly board meetings
- Monthly one on ones with Director
- Meet with Advisors for a one on one at least once a semester

**Qualifications**

- **Must live in a residence hall on campus for the full 2025-2026 academic year.**
- Must be a current University of Iowa student
- Must have a cumulative GPA of 2.0.
- Excellent verbal and written communication and organization skills and ability to effectively work with a diverse population and adjust to challenging situations is required.
- Creative and self-motivated individual with demonstrated leadership experience.
- Must successfully complete a criminal background check.

**Compensation and Housing**

- Stipend of $1,250 prorated over a 10-month employment period
- Scholarship of $2,000 credited to your U-Bill at the beginning of each semester of employment, applied to their housing and dining costs. Total scholarship awarded is $4,000.