

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.