Skutt and Harper Centers
Student Employee Job Description

*Title:* Programming Coordinator/Internship  
*Supervisor:* Business Manager

*General Summary:*  
The programming coordinator is a part-time, temporary student employee. He/she coordinates the schedules of events and workload of the student programming team. The team is responsible for planning and executing events in the Skutt Student Center.

*Pre-Requisites:*  
1. Enrollment at Creighton University  
2. A cumulative GPA of 2.5 or higher  
3. Second semester sophomore or higher  
4. Some marketing or event planning experience preferred  
5. A marketing or advertising or public relations student preferred

*Duties and Responsibilities:*  
1. Coordinating the event schedule  
2. Planning and executing events  
3. Oversight of the student programming team  
4. Oversee execution of the events  
5. Work with the event management staff to set up events

*Expectations:*  
1. Be responsible and fulfill duties even under minimal supervision  
2. Work well with others  
3. Be creative and customer service focused  
4. Communicate well both verbally and in writing.  
5. Be organized

*Knowledge, Skills, and Abilities:*  
1. Ability to multi-task and work well under deadline  
2. Be able to take initiative and work with minimal supervision  
3. Ability to communicate with the marketing team