

Team Coordinator

Job Description The Social Marketing Team, a program area of Student and Community Involvement is looking for part-time team coordinator. We are looking for a self-motivated, committed, detail-oriented undergraduate student who has the ability to lead and inspire a team of peers in the daily operations. Ability to make effective decisions, multi-task, direct meetings, communicate through multiple mediums is a must. Applicant must be proficient in Microsoft Office - Word, PowerPoint, Outlook. Additional skills include excellent writing and proofreading skills.

Job Duties

- Downloads and responds to Photography and Digital Signage Requests requests in BobcatConnect
- Schedules photographers through BobcatConnect and Microsoft Outlook.
- Approves student activities events in events.frostburg.edu
- Meets with Student and Community Involvement Directors weekly to determine needs
- Develop a timeline for project completion and meets deadlines
- Schedules meeting rooms and lobby tables as needed
- Develops and distributes an agenda prior to Social Marketing Team meetings
- Leads Social Marketing Team meetings
- Serves as the student ambassador on the Social Marketing Team Advisory Board
- Meets with team members to review performance
- Coordinates student office functions

Work Schedule The Team Coordinator will work approximately 6-12 hours/week including MANDATORY attendance at bi-weekly team meetings. Work schedules will be determined at the beginning of the semester based upon classes. MANDATORY attendance at Social Marketing team staff training August 22-26th, 2016.

Pay **\$8.75/Hour**

Work Environment The Team Coordinator will work in the Social Marketing Team Office in Lane University Center 231 on one of four Mac computers utilizing the following software: Microsoft Office Suite, BobcatConnect, and Carousel. The attire is business casual which includes a Social Marketing Team polo.

Education Applicants for this position are expected to have at least 90 credits and preference will be given to students who have worked at least one year with the Social Marketing Team. MANDATORY attendance at Social Marketing team staff training August 22-26th, 2016. Exceptions may be made with demonstration of skill.

Learning Outcomes

- Student employees will be able to respond to and schedule photography and digital signage requests in BobcatConnect in a professional and courteous manner.
- Students will be able to communicate with clients as well as the Social Marketing Team and plan work accordingly.
- The Team Coordinator will be able to run an effective meeting and seek to improve the skills of the team as a whole.
- Students will be able to effectively use Microsoft Office to communicate and schedule appointments.
- Students will be able to lead, motivate and inspire a team - exemplifying leadership and character.
- Students will be able to assess team performance and develop a plan of action.