



## Commencement Student Coordinator

*Conferences and Special Events (CASE)*

1) **SUPERVISOR:** Austin Huot, Director of Conferences & Special Events

2) **POSITION SUMMARY**

The Commencement Student Coordinator is responsible for managing the 30+ student staff hired for Commencement activities that run from May 23 – 26. The student staff is important to ensuring all events run smoothly and making Amherst a welcoming place for the friends and family coming to celebrate. The Commencement Student Coordinator is the main point of contact for those staff, and will be responsible for supervising their work and answering their questions. That entails scheduling shifts, communicating expectations, and handling payroll. Candidates will need to be comfortable giving instructions to others, organized, and attentive to detail. Proficiency with Excel is a plus. The Commencement Student Coordinator **requires 30+ hour weeks in the two weeks leading up to Commencement**, and 8+ hour days during the weekend of Commencement. The responsibilities require constant communication with student staff and other members of the CASE team, and the flexibility to adapt to changing circumstances.

3) **RESPONSIBILITIES**

- Advise in the hiring of student staff
- Create schedule of shifts for student staff, updating it to adapt to changes in personnel and schedules
- Prepare nametags
- Communicate with staff to establish schedules as well as expectations, such as dress code
- Document hours for staff and process payroll
- Maintain communication with staff and respond to questions
- Manage operations from Welcome Center, attending to needs of visitors and resolving any problems with student staff
- Supervise workers during Commencement ceremony
- Assist CASE staff in event preparation

4) **REQUIRED SKILLS & ABILITIES**

- Available to work from first day after finals finished through Reunion weekend
- Strong organization skills and attention to detail
- Positive and professional manner in managing student staff and addressing the needs of guests to Amherst.
- An appreciation for event details.
- Ability to ask questions and work independently.
- Ability to lift up to 20 pounds.
- Must wear appropriate footwear and clothing per the uniform guidelines established by the department of Conferences & Special Events.
- Must be 18 years of age or older with a valid driver's license.



5) **COMPENSATION:** \$13 per hour, with overtime (if applicable)

6) **EMPLOYMENT DETAILS**

- *Start Date:* Monday, April 22
- *End Date:* Friday, May 31
- *Number of Available Positions:* 1