



TPB Coordinator Position Description

POSITION RESPONSIBILITIES

Torero Program Board (TPB) Coordinators are primary event planners and responsible for enhancing the campus community through events and programs. They are responsible for implementing all TPB programs from start to finish including idea development, event planning, execution, and assessment.

The following are the responsibilities of a Coordinator on TPB:

General Responsibilities:

- Attend all scheduled TPB training and meetings.
- Responsible for a minimum of 8 office hours per week (more hours will be necessary during certain weeks and will vary for each TPB position).
- Meet with TPB advisor/s for professional development.
- Attend and support TPB events/programs.
- Manage the TPB budget responsibly.
- Mentor and train newly appointed coordinators during the spring transition period.
- Meet weekly and directly report to designated Vice Chair.
- Abide by all University policies and procedures.

Specific Responsibilities:

- Complete necessary program planning forms and documents.
- Work with TPB advisor(s) to make any contractual agreements (including collecting and proofreading required paperwork from vendors).
- Collaborate with the Marketing Manager to publicize events to a wide range of audiences.
- Lead and participate in committees to brainstorm, plan, and execute events. Events should be inclusive and touch on a variety of topics.
- Research various vendors, artists, activities, games, lecturers, and other unique ideas to bring to campus.
- Establish strong working relationships with artists, lecturers, and vendors.
- Build and foster working relationships with campus partners.
- Assess each event by keeping a record of attendance, recording photo and video footage, critically reviewing events for successes and making recommendations on future improvements.

SKILLS/EXPERIENCE

Knowledge and Skills:

- Ability to pay close attention to detail.



- Ability to adhere to deadlines.
- Has strong communication, organization, customer service, and problem-solving skills.
- Ability to take constructive criticism and suggestions from peers and supervisors.

Experience:

- Event planning experience preferred.

ELIGIBILITY

- Candidates must have and maintain a cumulative 2.5 GPA and be a full-time student (at least 12 units/semester).