UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION
Associate Student Services Specialist
Pre-college Camps and Events

Working Title:  Pre-College Camps and Events Coordinator
Hayes Hill Title/Level:  Associate Student Services Specialist
Appointment Percentage:  0.5 FTE, 12 month position
Position Reports to:  Campus Recreation Facilities Program Manager

Position Summary:
The Coordinator for Pre-college Camps and Events will partner with other staff and departments to encourage, promote, coordinate and integrate the use of UWS campus life facilities for pre-college camps and activities. This position will also support large on-campus events using these facilities and will have an irregular work schedule including evenings and weekends year round.

Duties and Responsibilities:
1. Provide leadership to Pre-college Camps and Events.
2. Coordinate Youthsummer and Cybersummer programs.
3. Develop and monitor camp/event activities, policies, and procedures to serve the campus.
4. Coordinate arrangements for programs including, but not limited to, on-campus space reservations, dining services, audio visual and information technology needs, parking, campus safety, housing, and registration.
5. Respond to inquiries from program organizers, both on and off campus, regarding appropriate university, UW System, and departmental policies, procedures and requirements.
6. Develop and implement a comprehensive marketing plan for Pre-college Camps and Events.
7. Assist in implementing computer scheduling program for campus life facilities.
8. Cultivate on-going relationships with potential users of campus life facilities.

Knowledge and Skills Required:
- Experience in and/or knowledge of the university/academic environment.
- Demonstrated ability to work with variety of people from multiple disciplines, nationalities, and cultural backgrounds.
- Strong organization and planning skills, follow-through, and flexibility in dealing with multiple, rapidly changing tasks and priorities.

Minimum Qualifications:
- Master’s Degree is required
- Experience in camp/conference/event programming
- Ability to effectively communicate with a variety of constituents
- Demonstrated problem solving ability

Last Updated: 3/18/2010