

Late Night/After Hours Coordinator
Position Description

The Late-Night Activities Coordinator will work with the Late Night Program Assistant, Leadership Development and Community Involvement Coordinator, and the After Hours Programming Committee to design, publicize, implement and evaluate programs and events for Residence Hall/Cooperative House students and OSU Campus community.

The Late Night/After Hours Coordinator will work an average of 15 hours each week.

Specific Duties and Responsibilities:

- Serve as Student Lead and University Housing and Dining Services Liaison to *After Hours* Campus Collaboration.
- Work with Late Night Assistant to ensure that there is at least one late night (between 10pm and 2am) event for housing residents to attend per week; preferably on a Friday or Saturday night
- Serve as advisor to *Late Night* RA Work Group
- Work with *Late Night* Program Assistant to notify hall councils and residents of weekly events
- Meet weekly and provide regular feedback to the Leadership Development and Community Involvement Coordinator
- Keep records of events and planning
- Be active in supporting RHA, ICA, FHA, NRHH, Hall Councils, and any other pertinent group
- Provide end of year summary for next Late Night Activities Coordinator
- Work in cooperation and collaboratively with other staff implementing programs and events for students in the halls and coops
- Assist hall staff and hall council groups in publicizing events
- Assist with tracking programs on the UHDS Program Log
- Attend Res Life/Res Ed staff in-service sessions as scheduled
- Support the mission of UHDS and Residential Life
- Comply with all UHDS housing contract items and policies
- Other duties as assigned.

Compensation

- Room and board
- **In State** Tuition remission

Notes

- This position will work closely with the Late Night Program Assistant – and be directly supervised by the Leadership Development and Community Involvement Coordinator.