# Treasure Valley Community College

## Student Activities Team

# Student Activities Application

## THIS PACKET IS DUE April 24th, 2026

## By 5 PM in the Student Programs drop box or via email to Brodie Greif at greifbm@tvcc.cc.

## Academic Year 2026-2027

**This packet includes information and forms for the following positions:**

- Student Activities Coordinator – Oversees all positions (*application due April 17th at 5 PM*)
- Special Events Coordinator
- Entertainment Coordinator
- Lectures/Awareness Coordinator
- Public Information Officer
- Intramurals Coordinator

**Position Descriptions & Duties**
As outlined in the Treasure Valley Community College Associated Student Government (TVCCASG) Constitution

**RESPONSIBILITIES FOR ALL MEMBERS OF THE STUDENT ACTIVITIES TEAM**

Initiate, plan, and develop activities after gathering input from the TVCC campus and community. Negotiate dates, prices, locations, and times of the event with the respective agents and performers.

Plan and promote activities and events that involve administration, faculty and staff on campus and encourage participation from these entities in Student Activities events.

Ensure that all facility and support service requirements (facility, sound, staging, set-up, stagehands, etc.) have been arranged with the appropriate offices or agencies.

Provide all necessary information to the Public Information Officer in a timely manner to ensure proper advertisement and promotion of events.

Be responsible for promoting and seeking others to assist in marketing each sponsored event. In addition, be responsible for removing any promotion after the event's conclusion.

Assist with the processing of all contracts and financially related paperwork for each event that has been processed through the Student Programs Department.

Complete an event assessment form for each event and present recommendations during each general meeting.

Maintain detailed records and files of all activities and events.

Be available to greet performers and introduce the event or activity sponsored by the Student Programs department.

Maintain daily office hours and attend all regular meetings, leadership training and orientation sessions.

Provide a report of sponsored activities and events that shall be presented at all scheduled meetings of the Student Activities Team.

Perform other duties as assigned by the Director of Student Programs and the Student Programs Coordinator.

**STUDENT ACTIVITIES COORDINATOR (OVERSEES ALL STUDENT ACTIVITIES MEMBERS)**

The Student Activities Coordinator shall be a voting member of the ASTVCC Student Government and attend weekly meetings.

Shall serve as the liaison between the Associated Student Government and the Student Activities Team, bringing proposals and reports forward for approval or information.

Shall work in conjunction with the Student Programs Coordinator to supervise, develop, and execute a comprehensive, entertaining, and educational program for students, staff, faculty, and the community.

Shall work in conjunction with the Student Programs Coordinator and Director of Student Programs to interview, select, and oversee all Student Activities programmers.

Shall assist with the scheduling of rooms and equipment with the Student Programs Coordinator.

Shall work to ensure that all event assessment forms have been completed after each sponsored event, along with daily logs each week from Student Activities officers.

Shall meet regularly with the Student Programs Coordinator to discuss the planning, execution, and logistical components of upcoming activities.

Shall oversee the preparation and expenditures of budgets on a quarterly and annual basis as directed by the Student Programs Coordinator or Director of Student Programs.

Shall serve on the Student Services college governance committee.

Complete all other duties as may be assigned by the Director of Student Programs and the Student Programs Coordinator.

**SPECIAL EVENTS COORDINATOR**

Shall be responsible for initiating, planning, and executing special events that focus on holidays such as Halloween or Valentine's Day. Along with that, initiate themed dances and celebrations such as the Foam Dance or the Roller Rink event.

Shall work to develop ASG signature events; for example, the Chukar Fall Festival, Halloween Thriller, Cupid’s Formal Dinner & Dance, and Red Carpet Affair – Annual Awards Banquet.

Shall work in conjunction with the Student Programs Coordinator to coordinate the booking of artists for the respective events each quarter.

Shall work to enhance the promotion of events that are open to the community.

Shall seek input from the student body to determine the type of events that he/she will plan throughout the year.

Complete all other duties as assigned by the Director of Student Programs, the Student Programs Coordinator, and the Student Activities Coordinator.

**ENTERTAINMENT COORDINATOR**

Shall sponsor activities that appeal to the leisure interests of students and the community. Activities shall include, but are not limited to, movie nights, game nights, food nights, partnerships with local businesses, music events, indoor activities, etc.

Shall actively seek input from the student body in order to determine the type of events that he/she will plan throughout the year. Shall also work to diversify the dates, times, locations, and cost for all events in order to include a variety of students.

Shall facilitate the booking of entertainment activities of a diverse nature to engage students, staff, faculty, and the community. This includes the organization of group activities that appeal to a wide array of ages, genders, backgrounds, ethnicities, and interests.

May execute activities that are specifically designed to increase community involvement and/or bring TVCC students to community organizations or businesses.

Complete all other duties as assigned by the Director of Student Programs, Student Programs Coordinator, and Student Activities Coordinator.

**LECTURES/AWARENESS COORDINATOR**

Shall be responsible for educating the campus and community with workshops, awareness weeks, and/or special events that appeal to issues affecting the campus, community, region, nation, or world.

Shall sponsor workshops and activities that assist with the educational and personal needs of the students and community. Such topics include, but are not limited to, personal growth, workforce skills, finances, cooking, etc.

Shall promote events that may include, but are not limited to, alcohol and substance abuse, the environment, sexual assault, culture and ethnicity, disability, crime prevention, mental health and wellness, and education.

Shall coordinate awareness weeks and special events that are nationally and locally recognized. This includes but is not limited to Alcohol Awareness Week, Mental Health Week, Earth Day, etc.

Shall serve as a resource for disseminating information and literature regarding current issues and awareness.

Shall seek input from the student body to determine the type of events that he/she will plan throughout the year.

Complete all other duties as assigned by the Director of Student Programs, the Student Programs Coordinator, and the Student Activities Coordinator.

**PUBLIC INFORMATION OFFICER**

Shall be responsible for promoting all Student Activities Team activities and working with the campus and local media to publicize activities.

Shall work with the Student Programs Coordinator on flyers, advertisements, and public relations tools that are distributed to the campus and community.

Shall champion new ideas for advertising on campus.

Shall assist with managing all Student Activities' social media accounts.

Shall take photos at all Student Activities sponsored events.

Complete all other duties as assigned by the Director of Student Programs, Student Programs Coordinator, and Student Activities Coordinator.

**INTRAMURALS COORDINATOR**

Shall plan and carry out intramural sports activities.

Shall sponsor indoor recreational activities for student leisure and competition.

Shall sponsor outdoor recreation activities that provide students with opportunities to be active outdoors.

Shall work in conjunction with the Student Programs Coordinator or Student Activities Coordinator to organize local sporting events and outdoor or leisure opportunities.

Shall work in conjunction with the Student Programs Coordinator, Student Activities Coordinator, and all ASG officers to aid with all campus events, including but not limited to set up and tear down.

Complete all other duties as assigned by the Director of Student Programs, Student Programs Coordinator, and Student Activities Coordinator.

# *Student Leadership Team Application*

| **APPLICANT INFORMATION** | | | |
|---|---|---|---|
| Last Name | First | M.I. | Date |
| Street Address | | Apartment/Unit # | |
| City | State | ZIP | |
| Phone | E-mail Address | | Student ID # |
| Position Applied for | | | |

| **EDUCATION** | | | | | |
|---|---|---|---|---|---|
| High School | | | | | |
| From | To | Did you graduate? | YES ☐ | NO ☐ | GPA |
| College | | | Degree Received | | |
| From | To | Did you graduate? | YES ☐ | NO ☐ | GPA |
| Other | | | Degree Received | | |
| From | To | Did you graduate? | YES ☐ | NO ☐ | GPA |

| **REFERENCES** | |
|---|---|
| *Please list two personal and/or professional references.* | |
| Full Name | Relationship |
| Company | Phone ( ) |
| Address | |
| Full Name | Relationship |
| Company | Phone ( ) |
| Address | |

| **CREDITS** | |
|---|---|
| *Members of TVCC Student Leadership must be currently enrolled in at least 12 credits at TVCC and maintain a cumulative & quarterly GPA of at least 2.5.* | |
| How many credits will you be taking next term at TVCC? | If applicable, please state your current cumulative TVCC GPA: |

| HONORS & SCHOLARSHIPS |
| --- |
| *Please list any honors and/or scholarships you have received.* |
| |
| |
| |
| |
| |
| |
| |

| PAST EXPERIENCE |
| --- |
| *Please briefly describe any skills and/or work experience that could be directly applied to the position you are applying for.* |
| |
| |
| |
| |
| |
| |
| |

| PLEASE RESPOND TO THE FOLLOWING QUESTION |
| --- |
| *Describe the goals and objectives that you hope to accomplish if selected for a Student Leadership position.* |
| |
| |
| |
| |
| |
| |
| |

| PLEASE RESPOND TO THE FOLLOWING QUESTION |
| --- |
| *Please describe your involvement or past activities that you believe qualifies you for the position for which you are applying.* |
| |
| |
| |
| |
| |
| |
| |

| PLEASE RESPOND TO THE FOLLOWING QUESTION |
| --- |
| *Describe your vision of a diverse, comprehensive, and engaging collegiate Student Activities program.* |
| |
| |
| |
| |
| |
| |
| |

| PLEASE RESPOND TO THE FOLLOWING QUESTION |
| --- |
| *What are your greatest strengths? What areas do you feel you need to improve upon?* |
| |
| |
| |
| |
| |
| |
| |

| PLEASE RESPOND TO THE FOLLOWING QUESTION |
| --- |
| *Please list at least two events or activities you would initiate, plan, and execute on campus if selected for a Student Leadership position. Please tailor these towards the position(s) you are applying for.* |
| |
| |
| |
| |
| |
| |
| |
| |

| STUDENT ACTIVITIES COORDINATOR APPLICANTS ONLY |
| --- |
| *Please share your past leadership experiences and titles. Along with that, please explain your leadership style or traits.* |
| |
| |
| |
| |
| |
| |
| |
| |

| PLEASE RESPOND TO THE FOLLOWING QUESTION |
|---|
| *If you receive an interview and are not selected for the position for which you are applying, would you be willing to accept another position? If so, which other position(s)?* |
| |
| |
| |

**Please note that if you are selected for any position, there is a <u>MANDATORY</u> spring and fall retreat you MUST attend. The inability to attend this retreat will disqualify your application. The official date of said retreats will be discussed during the interview process.**

| DISCLAIMER AND SIGNATURE | |
|---|---|
| I hereby state that all the above information is true and accurate. I also understand that all information contained herein is subject to official verification by the TVCC Student Programs Department. I also state that I have read the official job description and understand the responsibilities outlined within the document. | |
| Signature | Date |

Return this application by 5 PM on April 24th, 2026, to the TVCC Student Programs Office at 650 College Boulevard, Ontario, OR: Weese Building (room 103) or via email to greifbm@tvcc.cc.