

Reves Hall Program Coordinator Opening for 2012-2013

Do you like planning events and programs? Consider being the Reves Hall Program Coordinator!

The Program Coordinator (PC) is a leader in the Reves Hall community, planning programs that promote the international theme of Reves Hall. The position requires creativity, a time commitment, organizational and communication skills, attention to detail, and the ability to follow through.

Interested applicants can submit an application for the Program Coordinator position along with the [Reves Hall 2012-2013 Housing Application](#).

Duties and Responsibilities

- Serve as a liaison between the residents of Reves Hall and the Reves Center.
- Work closely with Reves Hall's constituents (residents, RAs, and Hall Council) and the Reves Center to plan, publicize, and carry out internationally themed educational and social programs for residents (e.g. potlucks, events with international student organizations, etc.).
- Assist with the planning of monthly [Coffee Hours lectures](#) (a Reves Hall tradition) with guest lectures.
- Meet regularly with the Reves Hall Faculty Advisor with updates on programming.
- Work with the Reves Center to hold a January Open House for prospective residents.
- Assist the Reves Center and Residence Life with the Room Selection Process (Housing Lottery).
- Help recruit new residents for the following year.

Eligibility, Desired Skills, and Qualifications

- Resident of Reves Hall for the 2012-2013 school year.
- Be able to commit to the position for the 2012-2013 school year.
- Ability to work with individuals from diverse backgrounds.
- Organizational and time management skills.
- Friendly and enthusiastic. Ability to encourage residents to participate in programs.
- Creativity balanced by an attention to detail.

Being a Program Coordinator is a great opportunity!

- You gain valuable programming experience.
- You hone your intercultural communication skills by working with a diverse group of residents.
- It gives you the chance to develop professional relationships with other residence halls, campus departments, organizations, and faculty.
- You get to be creative and have fun!

Compensation

- The Reves Center will provide a \$1000 stipend (\$500 each semester) to the PC and a programming budget of \$1000 per year that can be used for events.
- The PC will be given first priority to select his/her room during the room selection process (e.g., choose to live in a single room, or may choose to live in a double with a roommate).

Questions? If you have questions about the position and application process, please contact the Reves Hall Faculty Advisor, Eva Wong (ywong@wm.edu). If you would like to learn more about the position, please contact the current PC, Hee Baek (hbaek@email.wm.edu).