

Reves International House Program Coordinator Opening for 2016-2017

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

The Program Coordinator (PC) is a leader in the Reves International House community, planning programs that promote the international theme of the house.

Interested applicants can apply by completing the Programming Coordinator questionnaire in the Reves International House 2016-2017 Housing Application.

Duties and Responsibilities

- Serve as a liaison between the residents of Reves International House and the Reves Center.
- Plan, publicize, and carry out internationally themed educational and social programs for residents (e.g., potlucks, events with international student organizations, etc.) with Reves International House's constituents (residents, RAs, etc.) and the Reves Center.
- Help publicize the [Reves Global Lectures](#) during the Fall semester.
- Meet regularly with the Reves International House Faculty Advisor with updates on programming.
- Host the Reves International House Open House for prospective residents in January.
- Assist with the Reves International House mixer for next year's residents in March.
- Help recruit new residents for the following year.
- Planning multiple events each month.

Eligibility and Desired Skills

- Must be a resident of Reves International House for the 2016-2017 school year.
- Must be able to commit to the position for the 2016-2017 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. This position is renewed on a semesterly basis.
- The PC will be given first priority to select his/her room during the room selection process.

Questions? If you have questions about the position and application process, please contact the Reves International House Faculty Advisor, Eva Wong at ywong@wm.edu.