

Section	Description
School/Department Name	School of Law, Woxsen University
Contact Name	Dean, SOL (Dr. Joshua Dalrymple)
Email Address	dean.sl@woxsen.edu.in (cc: swapna.satapathy@woxsen.edu.in)
Phone Number	
Job Profile Information	The School of Law is seeking a motivated student to join our team as a <i>Student Activities Coordinator</i> . This is a paid position offering a unique opportunity to develop leadership and organizational skills while supporting a vibrant campus community.
Job Title	<i>Student Activities Coordinator</i> .
Department	Working alongside the Faculty coordinator(s) of various Committees within the SOL
Reporting To (Title)	Dean, SOL (Dr. Joshua Dalrymple)
Number of Positions	1
Job Summary	Collaborate and assist the faculty members to plan and execute academic events such as seminars, workshops, guest lectures, and conferences.
Key Responsibilities	<ol style="list-style-type: none"> 1. Assist in researching and contacting potential speakers, experts, and resource persons for academic events. 2. Provide technical assistance during academic events, including setting up audio-visual equipment and managing online event platforms. 3. Utilize various platforms, including social media, campus bulletins, and emails, to effectively promote events and encourage student participation. 4. Help prepare and distribute event materials, including brochures, handouts, and presentation slides. 5. Manage event registration processes, track attendance, and compile participant lists and follow-up activities post-event, such as gathering feedback, and preparing event reports.
Qualifications	Must be available to attend and support events, meetings, and activities as required, including evenings and weekends if necessary for at least one academic year.

Education	Must be a student enrolled in any program within Woxsen University with a minimum cumulative GPA of 3.0 on a 4.0 scale (or equivalent).
Experience	Ability to work collaboratively with diverse groups of students, faculty, and staff.
Skills	Act as a bridge between students and faculty to facilitate effective communication and collaboration for event planning and execution. Must possess excellent verbal and written communication, good diplomatic skills would be an added bonus.
Certifications	N.A
Additional Information	N.A
Preferred Start Date	Please send your application, including a writing sample, to the Dean at dean.sl@woxsen.edu.in (cc: swapna.satapathy@woxsen.edu.in) by <i>30th July, 2024</i> . Interviews will be held on <i>5th August, 2024</i> .
Additional Details	N.A