



Mosaic Student Logistics Coordinator

Mosaic Student Logistics Coordinator Overview:

The Mosaic Student Logistics Coordinator is gifted in organization and the ability to see or discover all the needs that go into a successful program or event. As the Logistics Coordinator you will communicate needs for each program or event and ensure completion of all tasks.

As a member of Mosaic, you will responsibly gain insight from student voices (many underrepresented) and in turn share that voice with the broader NU population. You will creatively implement co-curricular programming both active and passive. You will embody servant leadership as you engage NU and the surrounding community.

This position is supervised by the Director of Multicultural Life.

Responsibilities/Requirements:

- Understand and articulate event planning needs (pre/during/post) to the Mosaic team to provide a seamless experience for students
- Responsible for recording meeting minutes and sharing notes with team members
- Submit spiritual life credit requests, maintenance requests, reserve campus spaces, etc.
- Facilitate or assist in moderating events, as needed
- Participate in all weekly Mosaic team meetings and office hours
- Assist in coordination and execution of events/programs
- Foster campus collaboration (departments, student organizations, clubs, faculty, etc.)
- Help build team dynamics (serve each team member)
- Actively recruit interested NU students to programs/events and potential future leadership
- Develop relationships with Mosaic team, Director of Multicultural Life, various staff/faculty, student body
- Consistently meet with Director of Multicultural Life throughout the semester
- Regularly meet with Mosaic Student Director and potential Mosaic volunteers
- Additional work hours will be directed by the Director of Multicultural Life and demand of that week's programming preparation
- Mandatory participation in campus programming through attendance and volunteerism, as needed (Welcome Weekend, Halls-O-Ween, Family and Homecoming Weekend, and CSLC).

This position averages 7.5 hours of work per week.



Qualifications:

- Demonstrate a strong commitment to the Christian faith and the values of Northwest University
- Demonstrate cultural humility-focusing on elevating others and displaying a posture of constant learning
- Demonstrate an understanding of leadership and have a desire to grow personally and professionally
- Strong in communication and comfortable with public speaking
- Be a full-time student at Northwest University (at least 12 hours/semester) throughout position
- Must be in good standing with Student Development, Campus Ministries, and the Office of the Provost
- Maintain a minimum cumulative grade point average of 2.5
- Additional paid jobs must not exceed 20 hours, unless otherwise approved by the Director of Multicultural Life
- Must be of Sophomore status prior to leadership and must have been enrolled as a full-time student at Northwest University for at least two semesters prior to the term of leadership

Compensation:

This position will receive a 10.5% tuition scholarship. Based on the 2023-2024 tuition, this is \$3,732.00.

Important Dates:

Student Leadership Spring Retreat	March 23 rd , 2024
Mosaic Fall Return to Campus	August 11 th , 2024
Student Leadership Fall Training (including WW)	August 11 th – 25 th , 2024
Family and Homecoming Weekend	October 4 th -5 th , 2024
Christian Student Leadership Collective (CSLC)	October 15 th , 2024
Halls-O-Ween	October 31 st , 2024
Spring Return to Campus	January 10 th , 2025
Student Leadership Spring Training	January 10 th -12 th , 2025