

MOSAIC Student Logistics Coordinator

Position Overview

The Student Logistics Coordinator ensures that the day-to-day operations of the MOSAIC program run smoothly. This role supports scheduling, transportation coordination, activity preparation, and general workflow management. The Logistics Coordinator plays a key part in making sure students, staff, and activities are organized and on time.

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.

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

- Must be in good standing with Student Development, Campus Ministries, and the Office of the Provost
- Strong organizational and time-management skills.
- Ability to multitask and adjust quickly to changing schedules.
- Clear communication skills and attention to detail.
- Dependability and consistency in following operational routines.
- Experience with scheduling or logistics preferred but not required.
- 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

Expected Working Hours

- This position averages 7.5 hours of work per week.

Compensation

The MOSAIC Student Logistics Coordinator will receive a scholarship that is 10.5% of their overall tuition- tuition before any scholarship, grants or loans are applied. MOSAIC student leaders are paid a salary rate based upon the overall expected hours they will work and the current Washington State minimum wage rate.

Scholarship: \$\$3,888 annually

**All scholarships are split 50/50 between the Fall and Spring semester and will automatically be applied to the students financial aid.*

Important Dates

***NOTE:** All student leaders must be back for Fall Student Leadership Training and must be on campus by August 9th, 2026- this date is subject to change. All student leaders are highly encouraged to attend various student events- led by student development organizations and campus ministries -the specifications of these dates are not finalized and will be updated once determined.

SLAT Kick Off:	<u>March 28th, 2026</u>
Return Date:	<u>August 9th, 2026</u>
Team, Fall SLAT, WW:	(TBD)

Family Weekend: (TBD)
Christian Student Leadership Collective: (TBD)
Spring Return Date to Campus 2027: (TBD)
Spring SLAT 2027: (TBD)
One Night 2027: (TBD)