



Event Organizer (EO)

Department: Department of Student Development
Supervisor: Community Life Representative - Events
Time Commitment: August 24, 2025 to April 10, 2026

Position Summary:

The Event Organizer is a member of the Tyndale University Undergrad Student Association (TUUSA) Council. As a Student Leader they are responsible to promote the vision and mission of the Council, to represent students, to model and uphold the standards set in the Tyndale Student Handbook, and to strive for excellence in their academics.

The EO's primary responsibility is to provide leadership and community building opportunities through planned events. They will plan, implement, and facilitate a variety of events throughout the academic year - TUUSA, House and Student Development-run events.

An EO is responsible to the student body, the Community Life Representative (CLR)- Events, The President of the TUUSA Council, and Student Development.

Student Leadership Responsibilities:

- Attend spring, fall, winter, and spring student leadership training sessions
- Attend fall and winter student leadership getaway.
- Attend monthly student leadership meetings
- Meet at least once a semester with the Community Life Coordinator (Undergraduate).
- Assist with facilitating different activities during Orientation Week
- Attend chapels and community gatherings on a regular basis

Appointment Responsibilities:

- Meet weekly with the EO team, run by the CLR - Events.
- Plan, facilitate, and implement community wide events.
 - End of Fall Semester Event
 - Spring Banquet
- Assist Student Development with the facilitation of their student events
 - Orientation
 - Preview Weekend
 - Tyndale Presents
 - Coffee House
- Work with various Tyndale departments to successfully implement events
 - Campus Services
 - Facilities

- Student Development
- This service opportunity will demand a minimum of 4 hours a week each semester

Qualifications

- A cumulative GPA of 2.30 and a current GPA of 2.00. If the student's cumulative GPA is less than 2.3 then the student must have a current GPA of 2.7.
- Good financial standing with Tyndale
- Good standing with chapel attendance.
- Able to take initiative and think creatively.
- Administrative and organizational abilities
- Be a good role model for students.
- Commitment to Tyndale's mission and vision.
- Desire for personal growth
- Flexibility and quick thinking
- Professing Christian with demonstrated spiritual maturity.
- Uphold and adhere to the statements, standards, and guidelines set out in the Student Handbook.
- Conflict resolution is beneficial
- Leadership experience is beneficial
- Event or project management is beneficial

Revised December 2024