

## UC Warhawk Alley **Tournament Coordinator**

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**Department:** James R. Connor University Center

**Reports To:** University Center Warhawk Alley Graduate Assistant

**Hours per week:** Approximately 4-10 M-F, nights and weekends depending on tournaments

**Starting Wage:** \$9.25

**High Impact Practice** – By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain the necessary tools to grow and contribute as professionals. This engagement leads to increased rates of retention, graduation, and job placement.

### Position Summary

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The Warhawk Alley Tournament Coordinator will be the primary resource for all tournaments and promotions of tournaments. Promotions include: online using Facebook group, Warhawk Alley list-serv and promotion during events in Warhawk Alley and campus events. This person will create, promote, write rules and collect prizes for all Warhawk Alley tournaments. The Warhawk Alley Tournament Coordinator reports directly to the Warhawk Alley Graduate Assistant and Warhawk Alley Coordinator.

### Tasks (and Corresponding LEAP Essential Learning Outcomes)

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#### ***Intellectual and Practical Skills***

- Creates an entry fee per tournament that will cover the cost of prizes and generate revenue for Warhawk Alley
- Creates a participant goal to cover cost of prizes and payroll expense
- Create a prize list for each tournament prior to the semester start for each line-up
- Keep tournament binder updated with rules and prizes throughout semester
- Researches and/or creates rules for each tournament, brackets and sign-up lists
- Completes other tasks as assigned by the Warhawk Alley Coordinator
- Demonstrates good time management by arriving to work, programs, and meetings on time

#### ***Personal and Social Responsibility***

- Develops semester line-up of all tournaments for each semester
- Takes pictures of tournaments and winners to send to UC Graphics and Marketing to be posted on social media and the Warhawk Alley Facebook Group
- Works with the Promotions Coordinator and Graduate Assistant on publicity for each event and the semester tournament lineup poster and additional media including ¼ sheets, Facebook cover photos and digital signage.
- Works with UC Graphics and Marketing photographer at events
- Makes regular updates through email list-serv, Facebook group and ConnectUWW
- Supports programs with advertising and marketing strategies for all events Warhawk Alley offers to students
- If class schedule allows, attend Student Marketing Committee led by UC Promotions Coordinator
- Encourages Warhawk Alley staff to promote tournaments

Updated: 1/12/17

- Gives a monthly tournament update at staff meetings
- At the start of the semester staff meeting, gives staff useful ideas and strategies that will help them promote tournaments
- Hosts tournament at annual Warhawks at Night event in Spring
- Works with Warhawk Alley Graduate Assistant to coordinate move-in day promotions in Fall
- Lives the UC brand image through the 6 Keys of Exceptional Customer Service
  - *Smile and Greet, Appearance, Competence/Knowledge, Communication, Go the Extra Mile, Say “Thank You” and “You’re Welcome”*

***Knowledge of Human Cultures and the Physical and Natural World***

- Actively recruits participants, promotes programs through weekly emails, concourse tables and interacting with Warhawk Alley customers
- Attends and runs each tournament
- Evaluates, updates, and implements current office procedures

**Minimum Qualifications**

- Must be a registered UW-Whitewater student and enrolled at least half time
- Must maintain an overall GPA of 2.0

*Both Work Study and Regular Pay candidates will be considered.*

*UW-Whitewater is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified UW-Whitewater students to apply.*

**Contact Information**

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