March 6, 2018

1. Summer/Fall 2018 Advisement, Feb. 26 - Mar. 9
Advisement for the upcoming summer and fall semesters will begin Monday, February 26 and run through March 9. Students should come to College Hall 106 to sign up for an advisement appointment with their assigned adviser. All students must be advised to be cleared for registration. Open registration for all students will begin March 5 with priority registration beginning March 1 & 2 for veterans, fully online programs, Honors College students, and graduate students. More information about advisement can be found via our website at https://www.usm.edu/school-of-journalism-and-media-studies/academic-advisement.

2. Summer/Fall Graduation Application Deadlines
Planning to graduate this summer or fall term? If so you must have your application printed and submitted by the following deadline to avoid any late fees:
   Summer Deadline: April 1st
   Fall Deadline: July 1st
If you do not plan to take classes over the summer at Southern Miss we recommend you complete your degree application prior to leaving in May if you plan to graduate in the fall. More information regarding the graduation application process is available on the Registrar's website under "Students."

3. MCJ Internship Session-March 7
The next MCJ internship session will be Wednesday, March 7 from 12:15-1pm in 104 College Hall. If you are considering an internship in the near future and have not attended an internship session this is your chance. Please note, you MAY NOT register for internship hours if you have not attended an internship session. Come to a session and hear this exciting information! For any questions regarding these upcoming internship sessions please contact, Dr. Cindy Blackwell at cindy.s.blackwell@usm.edu

4. Pathway Scholarship Deadline Extended
The Center for Pathway Experiences has extended the deadline for the Pathways Scholarship Application. Students have until FRIDAY, MARCH 9, 2018 to submit an application for a Pathways Scholarship to help offset the cost of participating in a Summer Internship. usm.edu/pathways.

5. Spring Break- March 12-16
Spring break holiday for students will be March 12-16. Classes will resume March 19th. For more information regarding dates for this semester, please visit https://www.usm.edu/registrar/spring-2018-academic-calendar

6. Production Assistant Opportunity - March 16
FloSports is a streaming service with an upcoming event scheduled in Hattiesburg. The day rate is $150.
   Title: 2018 WGI Percussion/Winds South Power Regional (Marching)
   Production Company: FloSports
   Rate: Full Rate
   Travel Details: Applicant must be local to the city listed on the job
   The production assistant must be able to help setup and run a live webcast of the 2018 WGI Percussion/Winds South Power Regional in Hattiesburg, MS
   These individuals must be running cabling, staging computers, monitoring camera operators, running errands, inventory, packing up equipment, and whatever else is necessary.
   Applicant must have great attention to detail and be able to lift 75 lbs. Call times are as follows (subject to change):
   Friday March 16 @ TBD (setup)
   Saturday March 17 @TBD
   Sunday March 18 @TBD
   $150/12
7. Event Coordinator Position

The Hattiesburg Convention Commission is seeking to fill an event coordinator position within their Event Services Department. The position will be primarily stationed at Lake Terrace Convention Center; but work requires travel to all Hattiesburg Convention Commission facilities. These include the Saenger Theater, African American Military History Museum, Eureka School Museum, and the Hattiesburg Zoo. Travel may also be required to conferences and seminars. The position is full-time and the work schedule varies due to what events are scheduled. Hours may fall in varying patterns even within the work week. Holidays and weekends are often busy times for events and the staff must be flexible and reliable.

The event coordinator reports to the Event Services director and responsible for planning, organizing and controlling events within the facility as assigned by the Event Services Manager. Responsibilities will also include but not limited to, assisting in supervising event service staff, preparing event outlines and scaled drawings of event areas, coordination of equipment distribution, event billing, monitoring assigned events and such other functions and duties as required by the Event Services Manager. Also ensures tenant requirements are met and facility rules, regulations and policies are adhered to, by serving as a liaison between the facility and tenants, assists tenant in the planning of their own events, and performs related responsibilities as required.

DUTIES AND RESPONSIBILITIES

• Serves as facility representative for all events; develops detailed plans and diagrams for each event and distributes same to facility personnel for implementation of all contractual obligations.
• Responsible for assisting event planners with all event details, including off-site ancillary events and programs
• Makes or arranges for last-minute adjustments in room or equipment set-ups at the request of lessee or to assure compliance with safety measures and prepares accurate statement of additional charges.
• Opens and secures facilities before and after events.
• Investigates complaints regarding various aspects of event and reports findings to Event Services Manager for response.
• Enforces health, fire, safety and other regulations.
• Administers contracts with contractual service providers, such as fire marshal, security companies etc.
• Confers with lessees and entertainment producers to determine needs in terms of detailed staging, technical, security and contractor support for events.
• Advises lessees and producers on services available from independent contractors necessary for events.
• Prepares detailed outlines and instructions for events as required, as well as prepare drawings illustrating event requirements.
• Prepares event checklists to coordinate supportive serves required by tenants before and during events at the facility.
• Handles settlement of non-ticketed events, including the tabulation of billing and preparation of final invoices.
• Researches operational procedures, conducts surveys and makes recommendations for improvement of services.
• Establishes and maintains effective working relationships with employees, lessees, municipal officials, service contractors and the public.
• Functions as liaison between lessee and the center staff.
• Interacts with other center staff in a courteous, cooperative and professional manner.
• Notifies Event Services Manager of facilities or equipment in need of repair or replacement.
• Monitors assigned event requirements as interfaced with other events and activities scheduled in the center.
• Works highly irregular schedule as required to ensure proper super supervision of all events and activities scheduled at facility, this will include nights, weekends and holidays as required.
• Such other duties, functions and special projects as assigned by the Event Services Manager.

QUALIFICATION REQUIREMENTS

Minimum two years of responsible experience in coordinating a variety of events in a large cultural, convention or entertainment facility, of which one year must have been at a level equivalent to the class of events coordinator. College degree preferred. Emphasis in business, tourism (meetings industry focus), marketing or related fields.

Essential Job Qualifications

• Must retain a valid Driver’s License and meet the eligibility requirements to drive while conducting company business.
• Ability to demonstrate effective and motivational skills.
• Ability to demonstrate good oral and written communications as well as extensive organizational skills.
• Ability to anticipate and effectively deal with a significantly large number of details with concurrent and overlapping deadlines for
completion
• Knowledge of planning and coordinating service requirements for a variety of association, theatrical, entertainment, industrial, educational, meeting, convention, and social events.
• People relations, oral and written communications, contract negotiations, program planning and fiscal responsibility and reporting.
• Establish and maintain effective working relationships with fellow staff and facility users.
• Work effectively with promoters, sponsors, stage managers, various group representatives and the general public.
• Plans, services and supervises a variety of meeting and commercial events.
• Knowledgeable in all event-related and departmental procedures established by the facility.
• Be prepared to interact with fellow employees with respect to policies, procedures and overall operating guidelines of the facility.
• Supervise and monitor the coordination of events within the facility and maintain an excellent public image for the Center.
https://app.joinhandshake.com/jobs/1372205

8. Alternative Service Break - March 10 - 13
Alternative Service Break (ASB) trips provide USM students with a low-cost alternative to the traditional Fall and Spring breaks and offers an opportunity to travel to a different region, perform meaningful service, and explore an area’s culture and history. Service activities are combined with reflection and education that challenge students to develop the leadership, teamwork, and problem-solving skills necessary to become real advocates of change.
This Spring Break, the University of Southern Mississippi will partner with Delta Hands for Hope in Shaw, MS to work on various community service projects around the Mississippi Delta. Students will work with Kids Camp and with an after-school program ran by the Presentation Sisters. We will also tour the BB King Museum and the Grammy Museum. The cost of this trip will be $50, which will cover the cost of transportation, food, and lodging. Visit usm.edu/cce for more information and volunteer opportunities.