

Student Lounge Coordinators – Little Rock and Northwest Arkansas campuses

The Student Lounge Coordinator oversees the Parents' Club's student lounges. These designated spaces are designed to support students by providing a welcoming and supportive environment for studying, socializing, or simply taking a break. There are two in Little Rock and one in Northwest Arkansas.

Tasks Include:

- Purchasing and Delivering snacks and supplies.
 - Coordinate with the College of Medicine during business hours
 - The LR position requires availability Monday - Friday from 8am-4pm.
- Provide receipts to treasurer
- Manage the lounge area and oversee the inventory and needs in the lounges.
- Ensure appliances are clean and in working orders monthly
- Work with College of Medicine on event needs for student lounge
- Attend a monthly board meeting.
- Work with each COM class to provide up to one special event per semester.
- Decorate/remove decorations for big events/holidays
- Recruit other parents to provide special snacks on occasion and help with activities
- Recruit other parents to help with activities. Little Rock would benefit from a small committee as this is a lot for one person.
- NWA campus has a history of local businesses donating food and supplies.

There are about 700-800 students in Little Rock

There are about 100-120 students in Northwest Arkansas