CAMPUS EVENTS ASSISTANT – Campus Activities & Engagement

Position Description:
The Campus Events Assistant will assist with development and coordination all-campus events and programs sponsored by the Campus Activities & Engagement. Each of the four event assistants will be responsible for a specific set of all-campus events and programs which may include working with a student committee. Successful programs and services will contribute to a vibrant campus life!

Supervision Received:
All campus events and programs are assigned to collaborate with each program supervisor. Direct employment supervision is assigned between the Volunteer Program Manager and the Campus Activities & Engagement Assistant Director (see Duties #2).

Supervision Exercised:
No supervision of others.

Duties:
1. Assist with the development and implementation of all-campus events including event planning, marketing, hosting and evaluation.
2. Each Campus Events Assistant will be responsible for adding one new program and one of the following sets of programs:
   a. Den Night (4), Fall Fest, Volunteer Challenge, Candidate Debate, Final Stretch (1), and other department collaborative programs (i.e.: campus safety, test anxiety, civility). Reports to Volunteer Program Manager.
   b. Den Night (1), Student & Volunteer Leaders of the Month, Ice Cream Socials, Careers in Student Affairs Month, Involvement Fair (spring), Final Stretch (1), and securing volunteers for the Winter Arts & Crafts Fair. Reports to Campus Activities & Engagement Assistant Director.
   c. Den Nights (4), Weeks of Welcome (fall & spring), Spirit Week, and Final Stretch (1). Reports to Campus Activities & Engagement Assistant Director.
   d. Involvement Fair (fall), Greek & Diversity Fair, Make a Difference Day, Late night Breakfast, Ranger Wellness, Leadership Banquet, and Final Stretch (1). Reports to Volunteer Program Manager.
3. Promote the benefits of being involved in all-campus programs, student organizations and the department.
4. Keep the Marketing Team up to date about program plans for comprehensive marketing planning including but not limited to Campus Connect, print and electronic promotion, and social media.
5. Meet with each program supervisor and attend Campus Events Team meetings.
6. Where appropriate, assist in the interpretation of University and department policies and procedures.
7. Perform other duties as assigned.

Qualifications & Requirements:
♦ Must be able to work independently, be creative, have good follow through on projects, be able to set priorities and be organized.
♦ Must have excellent customer service skills.
♦ Possess good problem solving skills and be able to determine priorities.
♦ Must have a minimum cumulative grade point average of 2.25 and be registered for six non-audit credits.
♦ Must be available to work 8-12 hours a week, with evenings and some weekends required.
♦ Basic computer knowledge and skills including Microsoft Office.
♦ Adhere to Parkside Student Center policies, procedures, uniform dress policy and attend trainings.
♦ Must be able to lift up to 30 pounds.
♦ Flexible hours and willingness to help out with timely deadlines.

Skills Gained:
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<tr>
<th>Interpersonal Communication</th>
<th>Teamwork</th>
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<tr>
<td>Problem Solving</td>
<td>Resourcefulness</td>
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<td>Time Management</td>
<td>Initiative</td>
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<td>Quality and Accuracy of Work</td>
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<td>Priority Setting</td>
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<td>Verbal Communications</td>
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Job Skills Developed in the Position:
♦ Effective interaction and communication with students, staff, faculty, customers and the general public.
♦ Learned the importance of setting priorities to meet deadlines when working independently on projects.
♦ Planning and coordinating all-campus events.

Starting Wage:
♦ $8.25 per hour
♦ Both work study-eligible and non-work study students are encouraged to apply.