

EVENTS ASSISTANT – Campus Activities & Engagement

Position Description:

The Events Assistant will assist with development and coordination all-campus events and programs sponsored by the Campus Activities & Engagement. Each event assistant 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:

Direct employment supervision is assigned and will be either the Volunteer Program Manager, Conference & Event Assistant or the CA&E Assistant Director.

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 Events Assistant will be responsible for a set of programs, and will provide one additional program each semester. Programs could include but are not limited to: Den Night, Fall Fest, Volunteer Challenge, Candidate Debate, Final Stretch, Ice Cream Social, Careers in Student Affairs Month, the Student Organization & Involvement Fair, Weeks of Welcome, Spirit Week, Greek & Diversity Fair, Make a Difference Day, Late-night Breakfast, and Ranger Wellness.
3. Additional program coordination could include: securing volunteers for the Winter Arts & Crafts, Student & Volunteer Leaders of the Month, and the Leadership Banquet.
4. Promote the benefits of being involved in all-campus programs, student organizations and the department.
5. 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.
6. Attend Events Assistant Team meetings.
7. Where appropriate, assist in the interpretation of University and department policies and procedures.
8. 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 2.30 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:

Interpersonal Communication	Teamwork	Quality and Accuracy of Work
Problem Solving	Resourcefulness	Priority Setting
Time Management	Initiative	Verbal Communications

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:

- ◆ \$8.50 per hour
- ◆ Both work study-eligible and non-work study students are encouraged to apply.