Events & Activities Intern
(Hiring 2 Interns)

Position Description
Title: Events & Activities Intern
Department: Student Involvement
Reports to: Assistant Director of Student Involvement

Appointment: Academic year 2016-2017
Classification: Hourly Paraprofessional
Remuneration: Paid hourly for a maximum of 20 hours/week ($8.50/hour, pay schedule is bi-weekly)

Position Summary
The Events and Activities Intern is responsible for supporting a diverse and comprehensive schedule of campus events, programs, and engagement opportunities sponsored by the Office of Student Involvement. This position will collaborate with other office Interns and the University Center staff to maintain organized, informative, and entertaining experiences. This intern works in the Involvement Center in the University Center. This position is a member of the Office of Student Involvement in the Division of Student Affairs. This position requires many evening and weekend hours.

Responsibilities
A. Assist students and staff with planning, facilitation, and host and “Emcee” for a comprehensive events and activities schedule to meet students’ interests and needs, with a focus on existing programs such as Bingo, Open Mic, Karaoke, Trivia, Radd Jazz Series, and campus traditions such as Homecoming Weekend, as well as other campus collaborations and programs
B. Work with the Assistant Director of Student Involvement and other campus staff on logistical planning of events and activities to ensure organized, welcoming, informational, and entertaining events
C. Collaborate with all staff to research and write all scripts as necessary
D. Work with the Media Communications and Video Productions Interns to ensure effective promotion of all events and activities and at times write and appear in promotional videos
E. Assist in preparation of facilities, supervise event set ups and closings, and serve as an institutional host and contact at certain events and programs
F. Maintain all duties as an employee of the Office of Student Involvement staff, including trainings, retreats, and professional development
G. Collaborate with all staff on executing departmental programs including but not limited to Week of Welcome activities, Just Local, Homecoming and Family Weekend, and Finals Fest
H. Assist and help run various Student Involvement events throughout the year (Involvement Fair, Opportunity Fair, etc.)
I. Assist with swiping at Falcon 5 events
J. Actively participate in weekly meetings with peer staff and supervisor
K. Other duties as assigned

Qualifications and Conditions of Employment
A. Must be enrolled as a full-time student during the period of employment
B. Must maintain a minimum cumulative grade point average of 2.5 before and during employment
C. Must be available to attend the Fall training (August 28-Sept. 4, 2016)

Preferred Qualifications
A. Prior experience or interest in campus involvement
B. Computer skills (e.g. Microsoft Office Suite, FalconSync) considered a strong asset
C. Strong organizational skills, interpersonal abilities, and oral and written communication

Expectations
A Student Involvement Intern is expected to serve as a positive role model for other students. This person will be expected to follow University policies as well as state and federal laws. This expectation applies throughout the period of employment, whether on or off campus.