Events Intern (Hiring 3 Interns)

Position Description

Title: Events Intern
Department: Student Involvement
Reports to: Assistant Director of Student Involvement

Appointment: Academic year 2017-2018
Classification: Hourly Paraprofessional
Remuneration: Paid hourly for a maximum of 20 hours/week ($8.50/hour, pay schedule is bi-weekly)

Preferred Qualifications

• Interest in working in a high-energy team environment
• Passionate about making a difference in students’ lives
• Excited about planning and supporting large-scale events that bring energy to the entire campus
• Computer skills (e.g. Microsoft Office Suite, FalconSync)
• Strong organizational skills, interpersonal abilities, and oral and written communication

Position Summary

The Events 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. All interns will also have responsibilities at the Involvement Center Desk in the University Center supporting first-year student engagement, student organizations, and general office management. This position requires many evening and weekend hours.

Involvement Center Desk Responsibilities (10 hours per week):
A. Serve as a resource for anyone seeking information about involvement opportunities on our campus
B. Provide administrative support for all services at the Involvement Center desk
C. Take and transfer Involvement Center phone calls and answer questions as needed

Events Responsibilities (10 hours per week):
A. Assist students and staff with planning, facilitating, and hosting comprehensive events and activities schedule to meet students’ interests and needs, with a focus on existing programs such as Bingo, Open Mic, Karaoke, 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. 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
D. Assist in preparation of facilities, supervise event set ups and closings, and serve as an institutional host and contact at certain events and programs
E. Maintain all duties as an employee of the Office of Student Involvement staff, including trainings, retreats, and professional development
F. Assist with swiping at Falcon 5 events
G. Actively participate in weekly meetings with peer staff and supervisor
H. 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, 2017)

**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.

**Application Information:** Interested candidates must submit all applicant materials by **12:00 pm on Thursday, March 16, 2017.** Materials include, completed application, cover letter, personal resume, and a list of references.

**Electronic application available on FalconSync:**
[https://orgsync.com/83391/forms/135227](https://orgsync.com/83391/forms/135227)