Events & Activities Management Intern

Position Description

**Title:** Events & Activities Management Intern  
**Department:** Student Life  
**Reports to:** Assistant Director of Student Involvement

**Appointment:** Academic year 2015-2016  
**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 Management Intern is responsible for supporting a diverse and comprehensive schedule of campus events, programs, and engagement opportunities sponsored by the Office of Student Life. This intern works in the Involvement Center in the University Center. This position is a member of the Office of Student Life in the Division of Student Affairs. This position requires a many evening and weekend hours.

**Responsibilities**

A. Assist students and staff with planning and facilitation of a comprehensive events and activities schedule to meet students’ interests and needs, with a focus on existing programs such as Bingo, Open Mic, Karaoke, Pub 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. Work with the Media Communications and Video Productions Interns to ensure effective promotion of all events and activities

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. Collaborate with all staff on executing departmental programs including but not limited to Week of Welcome activities, Just Local, and Finals Fest

F. Maintain all duties as an employee of the Office of Student Life Staff, including Trainings, Retreats, and Professional Development

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 Spring Retreat (May 18-19, 2015) and Fall training (August 25-30, 2015)

**Preferred Qualifications**

A. Prior experience or interest in campus involvement or events

B. Strong interest in working “behind the scenes” in a fast-paced, creative environment

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**

The Events and Activities Management 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.

(See reverse for application information)
Application Information: Interested candidates must submit all applicant materials by 12:00 pm on Monday, March 9, 2015. Materials include, completed application, cover letter, personal resume, and a list of references.

Paper applications are available at the following campus locations:

- Involvement Center Front Desk – University Center
- Career Services – Hagestad Hall
- Academic Success Center – Davee Library
- Knowles Center
- Front Desk of Residence Halls

Electronic application available on FalconSync:
https://orgsync.com/83391/forms/135227