

Center for **Student Involvement**

Our vision is to connect all CU Boulder students with experiences that promote student success, personal growth, and a vibrant campus community.

Position Announcement

Position: Senior Event Planner

Position Type: Student Assistant II – Event Planner III

Compensation: \$15.30/hour; ~13 hours/week during academic calendar year, summer work (work study) is **preferred**. Open to undergraduate & graduate students. Preference for 1.5 year (or longer) commitment.

Application Deadline: Application reviews and interviews will be completed on a rolling basis, preferred deadline is August 20.

Position Description

Reporting to the Coordinator for Student Activities and Special Events, this capacity provides a rich experience supporting the work of Student Engagement in the Center for Student Involvement. Duties include program planning and execution, specifically supporting campus-wide programming. Most importantly, we are looking for a self-starter who is creative and organized. The Student Engagement area in the Center for Student Involvement is responsible for large-scale social and entertainment programming, coordination of Late Night and weekly events, and oversight of Recognized Student Organization experiences. Our programming reflects the diverse interests of our community and ranges from small-scale weekly programs to major collaborative events and week-long programs.

About the Center for Student Involvement

As a unit within Student Affairs, the Center for Student Involvement is a multifaceted team working together to support students and student organizations. We create an engaging and inclusive environment that promotes leadership development, cultural awareness, and community involvement to help students find their passion and their place.

Duties & Responsibilities

1. Support the mission, vision, and values of the Center for Student Involvement and its expression in co-curricular experiences on campus
2. Assist in the coordination and implementation of large-scale events, such as: Fall Welcome events, Be Involved Fair, Late Night Breakfast, Involvement Fair, as well as other Center for Student Involvement programs
3. Create and implement a cohesive marketing plan that not only highlights the CSI office, but illustrates our status as a leading programming force on campus
4. Be an innovative champion for student-centered programming at CU Boulder

Required Skills

1. Excellent interpersonal communication, time/project management, and organizational skills.
2. Experience in large-scale event planning, marketing, financial management, and/or supervision.
3. Ability to manage multiple tasks, work autonomously and independently in a fast-paced environment.
4. Passion for creativity, graphic design, or arts and crafts
5. Must be able to work well with diverse groups, demonstrate a positive attitude, and a strong ability to trouble shoot situations, be responsible, dependable, and willing to take initiative.

Average Hours / Week:

Ideal candidate begins before July 1st, working 13 hours a week throughout the semester. In Summer, ideal candidate is available 20 hours a week. Potential to work during university breaks as necessary.

Anticipated Student Learning and Development Outcomes:

The Center for Student Involvement (CSI) is dedicated to supporting the learning and development of the whole student. Therefore, the CSI supports and provides multiple training opportunities as well as coaching or evaluation feedback for its student employees. The CSI also understands that student learning and development is a dynamic process and the student holds the responsibility for engaging in these opportunities.

- **Organization/Planning:** Develop goals and design plans to meet those goals
- **Adaptability:** Relate to many types of people and situations
- **Communication:** Express oneself clearly in a variety of situations
- **Financial Management:** Plan, develop, monitor, and manage a budget
- **Leadership:** Manage a program
- **Humanitarianism:** Understanding and appreciation of human differences; cultural competency; social responsibility
- **Interpersonal and Intrapersonal Competence:** Develop and maintain positive and productive professional relationships with campus community; apply and teach intercultural communication skills
- **Practical Competence/Teamwork:** Interact and conduct one's self in a professional environment; identify ways in which this position can help with current or future academic and/or career pursuits; collaborate with others in a goal-orientated setting

To apply for this position:

Please complete our online application form, located here: [CSI Student Job Application](#)

- You will be required to log in with your Identikey to complete this form.
- You will be asked:
 - To upload a resume
 - To provide your work availability
 - To write about any skills/experiences you have that will benefit the job

Equal Opportunity Employer

The University of Colorado is an Equal Opportunity Employer committed to building a diverse workforce. We encourage applications from women, racial and ethnic minorities, persons with disabilities and veterans.

Background Checks

The University of Colorado Boulder is committed to providing a safe and productive learning and living community. To achieve that goal, background checks may be conducted.