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

**Position Announcement Title:** DSCC General Event Planner

**Position Type:** Student Assistant I

**Compensation:** $15/hour; 10-12 hours/week

**Undergraduates only. Work study preferred, but not required.**

**Application Deadline:** Application reviews and interviews will be completed on a rolling basis until position is filled.

**Position Description**

This position is open to qualifying undergraduate students **who have a strong motivation to serve underrepresented and nontraditional communities, provide quality programs, and enhance the experience for nontraditional and graduate students at CU Boulder**. Responsibilities include planning events and programs in the Dennis Small Cultural Center and the Center for Student Involvement. **This position will focus on planning events for nontraditional students, graduate students and opportunities for activism.** In addition, this role will focus on collaborating and building strong networks with members of the Boulder and CU Campus community.

**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.

**About the Dennis Small Cultural Center**

As a small programming space overseen by the Cultural Programs area within CSI, the Dennis Small Cultural Center was established by former faculty member Dennis Small. Dennis Small wanted to create a space for marginalized groups to gather and feel safe. CSI and the Cultural Programs team are dedicated to preserving this goal by coordinating diversity programs within the space and sharing it with various organizations and departments.

**Position 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. Oversees the planning, development, implementation, management, and evaluation of events and programs **for non-traditional, transfer, international, and first-generation students as well as graduate student and activism programs.**
3. Actively seek out opportunities for collaborations with student organizations and university departments.
4. Provide additional support to other areas and programs of the CSI Office as needed.
5. Assist with the management and scheduling of the DSCC space.
6. Work collaboratively with a wide variety of individuals with a commitment to working with a diverse campus population of students, faculty, and staff.
7. Demonstrate teamwork and support of CSI events and programs.

**Average Hours / Week:** Ideal candidate will begin August 2022 and work 10-12 hours a week throughout the academic year. Potential to work over the summer as well if desired.

**Required Skills**

1. Excellent interpersonal communication, time/project management, and organizational skills.
2. Ability to manage multiple tasks, work autonomously and independently in a fast-paced environment.
3. Demonstrate a positive attitude.
4. Passion for creativity, programming, arts and crafts, and/or event planning.
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.

**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, 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](https://forms.office.com/Pages/ResponsePage.aspx?id=G4vtPQ0HKUaC5MCwGfRgV1kPwRWp4DdBjXQVwFu42HRUQVRUMFFOOEpPN0xISDJHTlFJSDBVT1dQSS4u)

* 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 investigations/may be conducted.