

DSCC Event Planner (Creed Position)

Position Announcement

Position: DSCC Event Planner

Position Type: Student Assistant I (Event Planner)

Compensation: \$12.00/hour; 10-12 hours/week

Undergraduates only. Work Study Preferred.

Application Deadline: Preferred deadline is February 17th, but opened until filled.

Position Description

This position is open to qualifying undergraduate students who have a strong motivation to serve underrepresented communities, provide quality programs, and enhance multicultural awareness at CU Boulder. Responsibilities include planning events and programs in the Dennis Small Cultural Center and the Center for Student Involvement. In addition, this person 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. Our vision is to connect all CU Boulder students with experiences that promote student success, personal growth, and a vibrant campus community.

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 is dedicated to preserving this goal by coordinating diversity programs within the space and sharing it with various organizations and departments.

Position Duties & Responsibilities

1. Oversees the planning, development, implementation, management, and evaluation of DSCC events and programs. This position will focus primarily on events and initiatives around the Colorado Creed. In addition, they will support other traditional DSCC programs such as heritage month programs, Poetry Slam, and Fun Before Finals.
2. Actively seek out opportunities for collaborations with student organizations and university departments.
3. Demonstrate teamwork and provide additional support to other areas of the Center for Student Involvement and UMC events and programs as needed.

4. Learn and practice appropriate methods and approaches for collaborations with student organizations and University departments.
5. Represent the DSCC and the Center for Student Involvement on campus committees, when opportunities arise.
6. Assist with the management and scheduling of the DSCC space.
7. Work collaboratively with a wide variety of individuals, with a commitment to working with a diverse campus population of students, faculty and staff.
8. Performs other miscellaneous job-related duties as assigned.

Required Skills

1. Excellent clerical and computer skills
2. Must be able to work well with diverse groups.
3. Must have strong communication skills and a strong ability to trouble shoot situations.
4. Demonstrate a positive attitude.
5. Must practice good time management skills and ability to stay organized.
6. Dedicated to providing good customer service.

Average Hours/Week

Ideal candidate will February 2020 and work 10-12 hours a week throughout the academic year.

Learning Outcomes

1. Analyze situations and construct thoughtful and professional response(s) using their training and on-the-job experience.
2. Articulate the mission of their unit and connect it to their tasks and responsibilities
3. Ability to accurately understand and adapt behavior to cultural difference and commonality
4. Constructive self-reflection of their choices, the impact on others and what can be done differently next time

To apply for this position, you must submit your application online:

<https://www.colorado.edu/involvement/about/work-csi>

Job Posting Contact

For questions about the position please contact Christina Chambers (chch7288@colorado.edu),
Coordinator for Cultural Programs

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.