Center for Student Involvement
UNIVERSITY OF COLORADO BOULDER
A SERVICE OF CU STUDENT GOVERNMENT

Student Event Planner

Position Announcement
Position: Student Event Planner
Position Type: Student Assistant I
Compensation:
• $15.00; 10 - 12 hrs/wk

Work-study is required. Undergraduates only.

Application Deadline: Position open until filled.

Position Description:
This student assistant is primarily responsible for the planning and execution of weekly, bi-weekly, evening events and programs. This staff member works collaboratively with the Coordinator for Student Involvement and fellow student staff to implement weekly, bi-weekly and afternoon and evening programs throughout the year. This position will serve as the lead student staff member in planning and executing one to two of the following programs: I Love Mondays, DIY Nights, Guided Paint Classes, or Ralphie’s Cooking Basics.

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.

Weekly, Evening, and Late-Night Programs
The student event planner team works to provide high quality programs, which allow students to connect with each other and university resources. The goal is to provide fun, interactive, and engaging programs to support student success. The Center for Student Involvement helps to build community, educate students about involvement opportunities, and provide fun and energetic environments.

Position Duties & Responsibilities
1. Collaborate with Center for Student Involvement professional staff on programs, marketing, budgets and other event needs.
2. Serve as the lead student planner on one to two regular series of events, either: I Love Mondays, DIY Nights, Guided Paint Classes, or Ralphie’s Cooking Basics
3. Support other programs, including weekly, evening, and late night, planned by Coordinator for Student Involvement and fellow student event planners.
4. Effectively market upcoming CSI student programs
5. Maintain a safe and positive environment at programs.
6. Track financial expenditures for programs and participate in budget planning.
7. Provide excellent customer service
8. Be knowledgeable of and stay current with student interests and campus resources.
9. Work other, large-scale CSI events, such as the Be Involved Fairs and Late Night Breakfast, as needed.
10. Perform other duties, as assigned.

**Required Skills**
1. Excellent clerical, computer, customer service, event planning, time/project management, and organizational skills.
2. Excellent communication and organizational skills.
3. Must be able to work well with diverse groups, have strong communication skills, demonstrate a positive attitude, and a strong ability to trouble shoot situations, be responsible, dependable, and willing to take initiative.

**Average Hours/Week**
Average weekly hours are 10 - 12 hrs./wk.
Weekly evening and occasional weekend hours required

**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/work-csi

**Job Posting Contact**
For questions about the position please contact brittany.whitstine@colorado.edu

**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.