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: Event Planner I
Position Type: Student Assistant I
Compensation: Work Study is STRONGLY PREFERRED; $11.10/hour; 12-15 hours per week; weekly evening and occasional weekend hours required.

Undergraduates only.

Application Deadline: Priority October 17 – applications will be reviewed on a rolling basis.

Position Description

This student assistant is primarily responsible for planning and executing weekly and late-night programs. This staff member works collaboratively with the Coordinator for Student Involvement and fellow student staff to implement weekly and late-night programs throughout the year. This position will serve as the lead student staff member in planning and executing one of the following programs: I Love Mondays, Pinterest and Popcorn, 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.

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 Coordinator for Student Involvement on Buffalo Nites programs (One Thursday Night Each Month). Required Fall Dates 2019 dates: 10/24 (preferred) and 11/14.
2. Serve as the lead student planner on one to two weekly events, either: I Love Mondays, Pinterest and Popcorn, or Ralphie’s Cooking Basics
3. Support other programs, including weekly, evening, and late night, planned by Coordinator 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 Student Involvement Fairs and Late-Night Breakfast, as needed.
10. Perform other duties, as assigned.

Average Hours / Week:
Ideal candidate will begin right away and work on average 12-15 hours a week. This position requires availability from 5-7pm on Wednesdays and 5-7pm on Thursdays.

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.

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, you must submit your application online: bit.ly/workcsi

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.