



**Title:** EP&C Student Lead

**Area:** CU Events Planning & Catering

**SA Level:** SA II

**Pay Rate:** \$16.85/hr

**Schedule:** Required 10-12 hours per week during business hours (8 a.m. - 4:30 p.m.)

**Work Study:** Welcomed, but not required

**Application Deadline:** OPEN

### **Description of Work Area**

CU Events Planning & Catering is located in the UMC and is funded through student fees and excess revenues from UMC auxiliary operations. The UMC has 22 meeting rooms and many other reservable areas. CU Events Planning & Catering schedules approximately 16,000 events in the UMC and 12,000 events throughout campus each year.

More information: <https://www.colorado.edu/umc/events>

### **Position Description**

The CU Events Planning & Catering student employees play an important role in the overall success of our department. They are often the first line of communication for walk-in traffic, phone calls and emails. They are responsible for scheduling rooms in the UMC as well as classrooms across campus. In addition to reserving spaces, our student employees are responsible for small catering orders. Students help ease the workload of the full-time event planners by creating diagrams for events, supporting events and reservations scheduled within the UMC, and completing many other daily office tasks.

### **Position Duties and Responsibilities**

1. Office tasks including, but not limited to, responding to emails, answering and routing phone calls, helping walk-in customers and running event-related errands as needed
2. Using computer software to enter catering orders, make room reservations for various locations across campus and create event diagrams
3. Creating reports of upcoming events
4. Assisting full-time staff with projects and tasks
5. Training student interns on how to complete office duties and use CU Events Planning & Catering computer software
6. Learn and utilize tools in EMS for data entry, reserving spaces, and generating reports and assist EMS Coordinator with managing back-end data maintenance, as necessary.

### **Required Skills**

1. One to two years' experience in customer service; preference given for experience within the UMC EP&C office
2. Professionalism, punctuality and friendliness
3. Ability to multitask and be flexible
4. Strong leadership skills
5. Proficiency in CU Events Planning & Catering computer software

### **Preferred Skills**

1. Strong customer service skills
2. Computer software experience

3. Strong problem-solving skills
4. Ability to work well under pressure with deadlines

### **Learning Outcomes**

The UMC is dedicated to supporting the learning and development of the whole student. We strive to provide training opportunities as well as coaching and evaluation feedback for all our student employees. The UMC also understands that student learning and development is a dynamic process and the student holds the responsibility for engaging in these opportunities. While at the UMC, you can expect to gain experience in the following areas:

- **Communication:** Demonstrate effective written and verbal communication with coworkers, customers and supervisors
- **Practical Competence:** Demonstrate responsible work habits and engagement in the UMC mission and purpose of the CU Events Planning & Catering office
- **Initiative:** Demonstrate ability to take initiative and follow through with projects
- **Leadership:** Demonstrate the ability to problem-solve and show leadership
- **Interpersonal Skills:** Understand and apply good customer service practices
- **Cognitive Complexity:** Understand and apply good judgment with respect to time management and decision-making

### **To apply for this position, you must submit the following:**

Please fill out an application by visiting the UMC Jobs webpage at [www.colorado.edu/umc/jobs/student](http://www.colorado.edu/umc/jobs/student).

### **Job Posting Contact**

Kat Endsley, Events Planning Manager, CU Events Planning & Catering  
[Katherine.Endsley@colorado.edu](mailto:Katherine.Endsley@colorado.edu)  
303-492-8833

### **UMC Mission Statement**

As the heart of campus, the UMC supports students' academic success by providing opportunities for student involvement, leadership development, and entertainment in a welcoming and inclusive environment.

### **UMC Values**

The following core values guide the decision-making and planning of the UMC:

- Diversity and inclusivity
- Engagement with the CU Boulder community
- Honoring veterans
- Quality facilities, programs, and services
- Student development
- Sustainability

### **Student Affairs Inclusion Statement**

The Division of Student Affairs values the diverse backgrounds, histories, identities and life experiences of every member of our community. We strive toward inclusive excellence in making our policies, processes and actions socially just and equitable. We celebrate and embrace differences. We are committed to welcoming and including diverse groups and

perspectives in building a climate in which all members can thrive in an environment where they feel at home, welcome and safe.

**The UMC is an Equal Opportunity Employer**

The UMC does not discriminate in any condition of employment on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status.

**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.