Title: CU Events Planning & Catering Intern  
Area: CU Events Planning & Catering  
SA Level: SA I  
Pay Rate: $12.00/hr  
Schedule: Required 10-12 hours per week during business hours (8 a.m. – 4:30 p.m.)
Must be enrolled for 6 credit hours for undergraduate students, 3 credit hours for graduate students. Freshman or sophomore undergraduates preferred.  
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/eventsplanning

Position Description
The CU Events Planning & Catering student employees play an important role in the overall success of our department. They are the first line of responders for walk-in traffic, phone calls and emails. They are responsible for scheduling rooms in the UMC as well as classrooms all 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, checking post-event billing 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, organizing loggia reservations, 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. Completing post-event billing and creating reports of upcoming events
4. Assisting full-time staff with projects and tasks

Required Skills
1. 1-2 years’ experience in customer service
2. Professional, punctual and personable
3. Ability to multitask and be flexible

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 of 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 and Interpersonal skills: practice active listening and receiving feedback, engage in empowered conversations with supervisors and colleagues, create clear and effective communications in person and in writing, and learn to positively represent the UMC and our mission.

- Problem solving: proactively address issues in your work area and develop critical thinking abilities, conflict and crisis skill management, seek support from your team, develop confidence and autonomy in your role and follow through on projects.

- Professionalism and Leadership: Exhibit responsible decision-making and personal accountability. Dressing appropriately for your role, exercising leadership in job responsibilities, practice with professional development, following UMC professional guidelines for timekeeping, work hours and working with the public, practice with time keeping software.

- Creating a Safe and Inclusive Environment: learning to encourage and promote a welcoming environment in the UMC, attending Diversity trainings, contributing to creating inclusive spaces and supporting the Student Affairs Division inclusion statement.

Required trainings for position
1. Discrimination and Sexual Misconduct
2. New Student Employee Orientation
3. Diversity training
4. Leadership training

To apply for this position, you must submit the following:
Complete the online application: https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=66184347-4b82-49d2-901d-128102980845&env=na2

Job Posting Contact
Heather Tyner, Manager
CU Events Planning & Catering
heather.tyner@colorado.edu
303-735-8839

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.