

## **Event Specialist Position Description, 2018-2019**

Center for Civic Engagement – Student Leadership & Involvement

Event Specialists advance community-engaged learning and leadership and strengthen communities through planning and managing civic engagement events and service days that meet community-identified needs or explore community issues.

**Student Leadership and Involvement (SLI)** shapes campus culture through self-discovery, leadership development, collaboration, community building, and social responsibility with a myriad of active learning opportunities, preparing students to be catalysts for a more equitable and caring world.

**Within SLI, the Center for Civic Engagement (CCE)** facilitates reciprocal community engaged learning experiences in order to build community capacity, promote shared knowledge, enhance students' leadership skills, and inspire positive change. In partnership with community-based organizations, CCE is committed to providing direct service, advocacy, philanthropy, and other community-engaged learning opportunities that allow students to meet diverse community needs while working towards a more just, sustainable world.

### **Position Responsibilities:**

#### **Project Management**

- Plan and execute civic engagement programming including service projects, days of service, community dialogues, and educational programs based on community need and student interest
  - Coordinate room reservations, transportation, catering/food, marketing, registration and confirmation processes, event schedules and staffing needs, and other event planning elements
  - Assist with creation of evaluation and assessment plans for major events
- Support Outreach team in implementation of outreach events and information fairs
- Serve as project lead for CCE events

#### **Partnership Development**

- Foster campus partnerships through collaborative event planning with entities like INTO OSU, Cultural Resource Centers/Diversity & Cultural Engagement, ASOSU, and other organization's with similar goals

#### **Campus Involvement**

- Assist students interested in increasing their community engagement
- Represent SLI/CCE through campus information fairs, events, and in campus committees

#### **General Tasks**

- Maintain weekly office hours and work schedule
- Assist students who visit the office by providing information on community engagement opportunities
- Maintain office databases, records, and email accounts
- Staff signature SLI events and programming each term
- Engage in ongoing training, professional development, and community building each term
- Perform other duties as assigned

**Required Qualifications:**

- Demonstrated interest in and passion for community engagement, sustainability, and/or social justice
- Demonstrated knowledge of and sensitivity to historically underrepresented students (including, but not limited to, Students of Color, LGBTQ+ students, students with disabilities, students from low income backgrounds, veterans, first generation students, transfer students, students with various spiritual/religious beliefs and political affiliations, etc.)
- Demonstrated ability in effective verbal and written communication skills
- Demonstrated interpersonal communication, relationship building, and collaboration skills
- Demonstrated ability to be self-motivated and take initiative in following through on tasks
- Demonstrated ability to manage time and organize work with attention to detail
- Demonstrated knowledge of standard computer programs, specifically Microsoft Office (Word, Excel, etc.) and Google (G Suite)
- Must be a currently enrolled at OSU for at least 6 academic credits (undergraduates) or 3 credits (graduates) per term
- Must be in good academic standing, which means a cumulative GPA of 2.0 (undergraduates) or 3.0 (graduates)

**Preferred Qualifications:**

- Experience in social justice or diversity work and/or working with diverse populations
- Knowledge of or experience with event and program planning
- Demonstrated ability to work individually and collaboratively as part of a team
- Interest or experience with facilitation
- Work study eligible
- Willingness and ability to drive a Motorpool 12-passenger van

**Working Conditions / Work Schedule**

- Expected to work an average of 10–15 hours each week. Hours may exceed 15 hours/week during large programming weeks.
- Required to attend staff meetings, supervisory meetings, and professional development sessions
- Employees may be asked to lift or carry event supplies, equipment, or materials weighing up to 25 pounds and push or pull carts weighing up to 50 pounds if physically able to do so
- Work stations are located in a shared work area and may include regular distractions and interruptions
- Evening and weekend hours required to support student programming and outreach, some winter break hours may be required

**Terms**

- Term of employment is September 5, 2018 through June 14, 2019. Expectation of employment is for fall, winter, and spring terms.
- Pay rate starts at \$11.05 per hour with increases for years of service

**Training Commitment**

- Required to fully participate in SLI Spring Orientation (TBD), Fall Training, and Welcome Week programming (September 5-19, 2018)
- Strongly encouraged to attend other leadership and social justice training opportunities whenever possible

*OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.*