OSUPC Event Specialist Position Description, 2018-2019
OSU Program Council – Student Leadership & Involvement

OSUPC Event Specialists serve as chairs of OSUPC event committees to plan and produce high quality events and programs for students of OSU. They work closely with OSUPC Advisor, OSUPC GTA and OSUPC Operations Specialist in developing event plans that create community, make memories and enhance the college experience.

Student Leadership & Involvement
Transformative Learning * Intentional Engagement * Conscious Community
Authentic Leadership * Social Justice

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, OSUPC’s Purpose: To plan and produce an array of diverse, high quality events to engage students and enhance student life. OSUPC is committed to serving the OSU community by upholding traditions and creating inclusive, engaging and entertaining programming. For the 2018-19 school year, we are seeking students who will think critically, creatively, and openly in a team-based environment.

Position Responsibilities:
- Lead in setting and accomplishing goals for OSUPC that are in alignment with and support the missions of Student Leadership and Involvement, and Student Affairs
- Serve on OSUPC’s Executive Board
- Develop a detailed Event Plan for each event your committee plans
- Develop and work with detailed timelines for events and programs
- Work with OSU professional staff, community members, outside vendors as needed for events
- Manage event budgets
- Facilitate weekly committee meeting with OSUPC Event Production Assistants, OSUPC Graduate Assistant and/or OSUPC Program Advisor
- Work with OSUPC Operations Specialist and OSUPC Marketing Assistant to develop event promotional plan
- Work with MU Graphic Designers on print design plans
- Represent and promote SLI and OSUPC to OSU and Corvallis community
- Participate in goal setting and implementation
- Attend and support OSUPC events as needed
- Attend bi-weekly OSUPC staff meeting
- Attend bi-weekly OSUPC Executive Board meeting
- Uphold the values of Student Leadership & Involvement
- Staff signature SLI events and programming each term
- Engage in ongoing training, professional development and community building

Required Qualifications:
- Ability to organize work, manage time, and follow through on tasks in a self-directed environment
- Strong communication skills, interpersonal and written
- Ability to work well in team oriented environment
- Experience with Microsoft Office programs
- Experience working with various tools within Google Drive, i.e. Docs, Slides, Sheets, Forms
- Must be currently enrolled OSU student, in good standing for the term prior to selection and during entire period of employment, maintaining a cumulative GPA at minimum or above of 2.0 undergrads, 3.0 graduate students

**Preferred Qualifications:**
- Demonstrated experience working with a diverse community of people
- Prior involvement experience in leadership activities, student organizations, event planning and/or outreach activities
- Previous experience in organizing committee work and leading a committee

**Terms:**
- Start date is May 21, 2018
- Must commit to working between 15 and 20 hours per week
- Must attend all sessions of Fall Orientation and Training
- Must be available to attend events and meetings that are held during the evening and weekend times.
- Some event committees require summer availability
- Pay Rate: $11.00 per hour

**Orientation and Training Commitment:**
- Required to participate in all staff training and professional development sessions
- Fall Training: Tuesday, September 4 – Tuesday, September 18, 2018

*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.*