RamEvents
Student Coordinator
Campus Activities, Lory Student Center

RamEvents Mission
RamEvents at Colorado State University is charged with creating incredible experiences that reach all students through programming and service. The vision of RamEvents is to have a transformational impact on the lives of every student.

RamEvents Purpose
RamEvents will strive to live out its mission and vision by working to enhance the Lory Student Center (LSC) and its community atmosphere. RamEvents exists to:

- Develop high quality, student-centered programs within the LSC
- Be accountable to and inclusive of all CSU students
- Serve historically marginalized and misrepresented communities

General RamEvents Job Responsibilities (Event Programmer)

- Represent and support the mission and values of RamEvents, Campus Activities, the Lory Student Center, and Colorado State University.
- Educate and challenge yourself around issues of diversity, inclusion, and social justice in order to better work with and reach everyone within the CSU community.
- Be aware of and intentionally educate yourself about popular culture, as well as campus, local, national, and international news and trends.
- Work approximately 20 hours a week which includes staff meetings, event planning, attendance at other RamEvents and/or Campus Activities programs and events, and additional office hours as needed.
- Design, market, implement, and evaluate events that meet the needs and interests of CSU’s diverse community.
- Maintain budgets allocated to programs and special projects.
- Support the planning and implementation of all large scale RamEvents programs, such as RamFest and TEDxCSU.
- Attend all required meetings, retreats, and trainings. Weekly RamEvents staff meeting is held on Tuesdays from 5:00 – 7:00 PM.
- Propose at least 2 programs per semester to be voted on by RamEvents student staff.
- Be informed of campus event planning policies at all times and actively seek additional information as needed.
- Be aware of programs and services at CSU and in the community, in order to build and sustain mutually beneficial partnerships with campus organizations and local businesses.
- Assist in the regular maintenance and upkeep of the office environment.
- Attend bi-weekly Programmer Team meeting (dates and times determined by team members’ schedules), if specifically hired as Event Programmer.

Additional Roles
Every applicant will be considered for the Event Programmer role, as outlined in the Job Responsibilities section. Applicants can also be considered for other vacant roles below, if desired:

Finance Coordinator

- Develop a competent understanding of the RamEvents budget in order to provide necessary information to student and professional staff members.
- Maintain a structure to record and discuss budgetary issues easily and effectively, in order to foster accountability for use of student funds.
- Provide support for the Student Fee Review Board (SFRB) presentation, regarding the RamEvents budget and programs for upcoming academic year.
- Facilitate voting during staff meetings, including program selection.
- Serve as a member of the Leadership team and support the facilitation of weekly RamEvents staff meetings, including recognition and team-building opportunities.
- Provide support, guidance, and accountability for RamEvents team.
- Attend weekly Leadership Team meeting (dates and times determined by team members’ schedules).
Liaison
- Be an advocate and active presence within the office you work with; including, but not limited to, communicating frequently with the office, spending time in office, and attending office activities.
  - Offices available: Adult Learner & Veteran Services, Asian/Pacific American Cultural Center, Black/African American Cultural Center, El Centro, Native American Cultural Center, Pride Resource Center, Student Disability Center, Women & Gender Advocacy Center
- Facilitate communication between your liaison office and RamEvents, in order to support programmatic partnerships.
- Attend bi-weekly Liaison Team meeting (dates and times determined by team members’ schedules).

Marketing Coordinator
- Develop creative and effective marketing strategies for upcoming events and the RamEvents brand.
- Maintain all RamEvents promotional materials, including swag, physical calendar, and presentations.
- Coordinate opportunities for RamEvents to be represented and promoted around campus as needed.
- Utilize a variety of assessment tools, including informal interactions with students, town halls, focus groups, program surveys, program evaluations, and the bi-annual trends survey, in order to support the development of intentional and innovative programs for the CSU’s diverse community.
- Provide support for the Student Fee Review Board (SFRB) presentation, regarding the RamEvents budget and programs for upcoming academic year, as needed.
- Attend bi-weekly Promotion Team meeting (dates and times determined by team members’ schedules) in order to maintain and further develop the RamEvents brand.

Social Media Coordinator
- Maintain communication with the CSU campus community via the RamEvents website, social media (Facebook, Instagram, Twitter), and other electronic media.
- Develop and sustain a strong online presence, including promotion of upcoming events and campaigns, as well as the RamEvents brand.
- Be familiar with social media trends in order to meet promotional needs of RamEvents events and initiatives.
- Attend bi-weekly Promotion Team meeting (dates and times determined by team members’ schedules) in order to maintain and further develop the RamEvents brand.

Qualifications
- Applicants must be enrolled at Colorado State University in a certificate/degree seeking program and, if hired, be enrolled in one credit or more each semester during their employment.
- Ability to engage in self-reflection and have an interest in increasing their, as well as others, understanding of issues of social justice and diversity.
- Ability to relate to and assist all members of the widely diverse campus community.
- Strong organizational and communication skills.
- Desire to excel at event planning and marketing in a team-oriented environment.
- Good conflict management and problem-solving skills.
- Ability to work well and quickly under pressure.
- Self-motivated and willing to work independently.
- Willingness to demonstrate leadership skills within a peer group.

Other Information
This position reports to professional staff members within Campus Activities. Compensation will be $11.10/hour.

This position is on-campus, located within the Lory Student Center, and every effort is made to work around students’ class schedules, with the exception of Tuesday staff meetings. There will be weeknight and occasional weekend commitments. Training for this position will begin on Monday August 12, 2019 to Friday August 23, 2019 (excluding weekends).

If a student desires, the staff will assist student employees in completing and submitting all paperwork required to receive class credit for internship. Requirements for class credit vary by college; applicants should contact their advisor for a detailed list of internship requirements. This position is open to all majors.

Where to Apply?
Applications are available at ramevents.colostate.edu. For full consideration, please submit completed application questions by Friday March 1st, 2019 at 11:59 PM MT. Work Study is not required but happily accepted.