

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 times are TBD.
- Propose at least 1 program 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.

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.
 - Office available: El Centro
- 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).

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.
- Applicants must be in good academic standing (2.0 minimum cumulative GPA) upon hiring.
- 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 \$13.56/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 afternoon staff meetings at 4:00pm MST to 5:00pm MST. There will be weeknight and occasional weekend commitments. Training and start date for this position will be on Thursday, January 12 and Friday, January 13, 2023, and more information will come throughout the winter.

Where to Apply?

Applications are available at lsc.colostate.edu/ramevents. For full consideration, please submit a completed application by Friday, November 11 at 5:00pm MST on our website and our application via Handshake. Work Study is not required but happily accepted.