



POSITION DESCRIPTION

EVENT & PROGRAM ASSISTANT

Posting Details

WORKING TITLE	Event & Program Assistant
NUMBER OF OPENINGS	1
POSITION OPEN DATES	March 8 - 29, 2023
DESIRED START DATE	Summer start date available -- May 15. Fall start date -- preferably Aug. 14 but may begin Aug. 21.
LOCATION	In person – This position requires the majority of work hours to be conducted at the Career Center. At the discretion of their supervisor, a small number of project hours may be done remotely.
HOURLY PAY	Starting at \$ 14.50, will increase to \$15.50 July 1
HOURS PER WEEK	6-8 hours a week during the hours of 8 a.m. - 5:00 p.m. Monday - Friday during the academic year (excluding breaks).
SUMMER EMPLOYMENT	Not Required
EDUCATIONAL REQUIREMENT	Must be a currently enrolled student at CSU
MINIMUM QUALIFICATIONS	<p>You do not need, nor do we expect you to have substantial career knowledge; the Event & Program assistant will go through a training program helping them to develop the skills and competencies needed to assist event planning and employer communication.</p> <ul style="list-style-type: none"> • 10 hours a week during the hours of 8 a.m. - 5 p.m. Monday - Friday during the academic year (excluding breaks). • Although not on a regular basis, there is a physical component to this job – moving and lifting tables/chairs, boxes, equipment, etc. Accommodations will be made if needed.
PREFERRED QUALIFICATIONS	<ul style="list-style-type: none"> • A willingness to talk to people you do not know and build rapport. • The motivation to learn and improve your skills and our team. • An ability to work autonomously while also being collaborative with other members of the Employer Relations team. • Have a commitment to creating an inclusive and welcoming environment for our diverse student body and employer partners.

Essential Job Duties

POSITION SUMMARY	The Event & Program Assistant is vital to the mission of the Career Center and helps provide career opportunities and connections for our diverse student body. The Event & Program Assistant assists in planning, implementing, and evaluating various career events throughout the year, including, but not limited to: the Fall and Spring Career Fair, Walter Scott, Jr. College of Engineering Fair, and the Just in Time Fair. Review and manage employer registrations for all major career fair events.
CAREER DEVELOPMENT	<ul style="list-style-type: none"> • Will be trained on career development topics when they begin and throughout the role.
CRITICAL THINKING & PROBLEM SOLVING	<ul style="list-style-type: none"> • Respond to in-the-moment needs of employers and students, requiring critical thinking and problem solving.
DIGITAL PROFICIENCY	<ul style="list-style-type: none"> • We require the Assistant to use Microsoft Teams, Handshake, and Nelnet to review employer fair registrations and record payments. The Assistant also regularly needs to check and respond to emails in the shared Career Fairs inbox.
GLOBAL CONTEXT	<ul style="list-style-type: none"> • Serve students and employers from many different backgrounds, including international students, undocumented students, low-income students, and first-generation student which require specialized knowledge of these populations and their career needs.
INCLUSIVE TEAMWORK	<ul style="list-style-type: none"> • Work within the Event & Program team and consult with other team members to help each other often.
LEADERSHIP	<ul style="list-style-type: none"> • Opportunities to take initiative on new efforts within the Career Center and Employer Relations team are available for growth in leadership.
PERSONAL ACCOUNTABILITY	<ul style="list-style-type: none"> • Expected to show up on-time and engaged routinely to shifts, team meetings, staff trainings, and other commitments. • Identify personal career goals related to their role, requiring self-accountability and initiative to achieve those goals.
VERBAL & WRITTEN COMMUNICATION	<ul style="list-style-type: none"> • Learn and utilize clear communication skills when interacting with employers and students and answer questions promptly.