Position Description
Events Internship

POSITION: Events Internship

POSITION PURPOSE: Position responsibilities include assisting the Assistant Director of Facility Scheduling/Event Services in various office responsibilities for the operation of the Event Management staff. The intern will assist with the organization and coordination of events, staff development, and customer service initiatives.

TYPICAL JOB DUTIES:

1. Event Management:
   - Maintain the highest level of integrity for yourself and the department at all times.
   - Become a part of the strategy to increase the depth and quality of our student work force.
   - Actively seek opportunities to improve yourself and the department.
   - Being a good steward of customer service.
   - Assist with scheduling of events and facility setup design.
   - Communicate with event contacts regarding preparation needs, reservation concerns, and teardown.
   - Create reports pertaining to different aspects of Event Services events and feedback.
   - Assess facility and equipment usage for invoicing purposes.
   - Schedule and coordinate Event Management staff for events.
   - Conduct follow-up surveys/assessments after events.
   - Fulfill the duties of Event Managers and Event management Assistants as needed.
   - Attendance at all Event Management staff meetings is mandatory.
   - Other duties as assigned.

2. Staff Development:
   - Serve as a liaison between the professional and student staff.
   - Assist with the interview and hiring/promotion process for the Event Management staff.
   - Assist in reviewing administrative paperwork relevant to employee certifications and payroll.
   - Create, implement, and lead staff training programs.
   - Assist with staff evaluations.

3. Safety & Risk Management:
   - Respond to any injuries and complete the proper documentation.
   - Maintain up-to-date certifications in First Aid, CPR, AED, and BBP.
   - Knowledge of all facilities and emergency action plan procedures.
   - Reporting potential risk management concerns, damages, and other maintenance issues.
   - Knowledge of proper lifting techniques.

JOB KNOWLEDGE/SKILLS REQUIRED:

1. Thorough knowledge of Campus Recreation’s, specifically Event Management, policies, and procedures.
2. Review of the Event Management handbook, and completion of Program Assistant training.
3. High level customer service and communication skills.
4. Thorough knowledge of facility operations for Campus Recreation facilities.
5. The ability to problem solve, make quick decisions, and respond to conflicts.

REPORTING LINE: The Events Intern reports directly to the Assistant Director of Facility Scheduling & Events, Facility Scheduling & Events Graduate Assistant, and informally to the Assistant Director of HR Student Development. The Assistant Directors reports to the supervising Associate Director.

SUPERVISORY DUTIES: Event Management Assistants, Event Managers

QUALIFICATIONS:

- Demonstrate a high level of customer service.
- Be able to lift at least 50 lbs.
- Dependability, organized, effective time management skills, and strong oral and written communication skills.
- Knowledge of audio/visual/computer equipment is preferred, but not required.
TIME COMMITMENT: 28 hours/week maximum. Interns are expected to be accessible during designated weeks should the Event Management staff need assistance. A fifteen (15) minute break is not a state, nor a federal mandated rule. However, it is University protocol that we honor the 15-minute break for each 4-hour shift worked (including back-to-back shifts). For further information on the 15-minute break, please review the Student Employee Guidelines.

EVALUATIONS: Performed by the Assistant Director of Facility Scheduling/Event Services, and when necessary, the Assistant Director of HR Student Development.

COMPENSATION: Hourly Rate: To Be Determined