



Position: Events Assistant

Department: Student Engagement

Employment type: Part-time, 20 hours or less

Overview: The Student Engagement Work Study Student will assist in promoting and organizing student events, utilizing design and marketing tools to increase engagement and participation. This role involves working closely with event coordinators, utilizing technology to support event management, and contributing to a positive and inclusive campus environment.

Work Schedule:

Job Duties and Required Competencies:

Career and Self-Development:

- **Skills:** Develop and expand personal and professional knowledge through involvement in event planning and promotion.
- **Tasks:**
 - Suggest events and topics that cater to student interests to enhance engagement.
 - Utilize design software such as PowerPoint, Adobe Creative Suite, or Canva to build skills in event promotion and marketing.

Communication:

- **Skills:** Effective marketing and clear communication of event details.
- **Tasks:**
 - Market events to students through various channels, including staffing tables in the Student Center.

- Create and distribute marketing materials, ensuring communication is clear and impactful.
- Utilize design software to develop promotional content and keep the event coordinator updated on progress.

Critical Thinking:

- **Skills:** Anticipate and address event needs efficiently.
- **Tasks:**
 - Collaborate with the event coordinator to predict and manage setup, supply, and logistical needs.
 - Handle multiple tasks related to event preparation and execution, adapting to shifting priorities.
 - Develop and implement events that address diverse student needs and perspectives.

Equity and Inclusion:

- **Skills:** Promote inclusivity and engagement among diverse student groups.
- **Tasks:**
 - Assist in identifying optimal event times and spaces to boost participation from historically marginalized groups.
 - Suggest and implement inclusive events that cater to a diverse student body and foster a welcoming campus environment.

Leadership:

- **Skills:** Guide and support event planning and execution processes.
- **Tasks:**
 - Support event planning from inception to evaluation, including strategic timing and space considerations.
 - Use feedback and insights to propose new, engaging events that align with student interests.

Professionalism:

- **Skills:** Reliable and efficient task completion and adherence to schedules.
- **Tasks:**
 - Collaborate with the event coordinator to manage setup, supply needs, and general event logistics.

- Attend scheduled shifts and meetings punctually, ensuring event preparation and promotional tasks are completed efficiently.
- Create and distribute promotional materials to support successful event execution.

Teamwork:

- **Skills:** Effective collaboration and conflict resolution.
- **Tasks:**
 - Work with colleagues and students to market events effectively and ensure clear communication.
 - Identify and propose effective event times and spaces in collaboration with the event team.
 - Contribute ideas and collaborate to develop engaging student events.

Technology:

- **Skills:** Proficiency with event management and design software.
- **Tasks:**
 - Use room booking software to reserve event spaces and manage logistics.
 - Create promotional materials using design software such as PowerPoint, Adobe Creative Suite, or Canva.
 - Adapt to new technologies for event management and marketing as needed.

Additional Responsibilities:

- Assist with the general setup and teardown of events, including managing supplies, decorations, and logistical elements.
- Support the event coordinator with various administrative tasks related to event planning and execution.

Required Qualifications:

- Strong interest in student engagement and event planning.
- Proficiency in design software such as PowerPoint, Adobe Creative Suite, or Canva.
- Excellent communication and organizational skills.

Additional Considerations:

- Experience in marketing, event planning, or related fields.

- Familiarity with room booking and event management software.
- Ability to work effectively in a team-oriented environment and adapt to changing priorities.

By fulfilling these responsibilities, you will contribute to creating an engaging and inclusive campus environment, enhance student participation, and gain valuable experience in event planning and marketing.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu