

**GRADUATE ASSISTANTSHIP FOR RAMEVENTS
CAMPUS ACTIVITIES
LORY STUDENT CENTER**

Position Title

Graduate Assistant for RamEvents

General Description

RamEvents, an entity of Campus Activities, provides programming support to build community within the Lory Student Center and the Colorado State University community. The Lory Student Center mission is to provide programs and services that create an inclusive community and inspire active, engaged learning. RamEvents aims to further this mission through the planning, implementation, and evaluation of student-centered programming. The Graduate Assistant for RamEvents provides leadership, advising, and supervision to the campus programming board. RamEvents plans and implements approximately 75 events through the academic year, with an operating budget of approximately \$500,000. The board consists of at approximately 17 student programmers.

As part of Campus Activities, our work is guided and in alignment with:

CSU's Principles of Community:

- Inclusion
- Integrity
- Respect
- Service
- Social Justice

Lory Student Center Mission:

As a student-centered organization at the heart of campus, we provide programs and services that create an inclusive community and inspire active, engaged, learning.

Primary Responsibilities

1. Advising
 - a. Serve as a member of the RamEvents professional staff team.
 - b. Advise and support student staff in the planning, implementation, and evaluation of a variety of programs.
 - c. Support the programming board in all aspects of the organization, including (but not limited to) branding the organization, recruiting and retaining students, and marketing programs.
 - d. Advise and support the ASCSU Traditions department with signature programming. This will require some night and weekend commitments.
2. Supervision and Management
 - a. Work with the RamEvents professional staff team to select, supervise, and evaluate the RamEvents student staff.
 - b. Plan and attend weekly staff meetings, retreats, and trainings.
 - c. Engage in thoughtful and reflective conversation with students around job performance, goals, and expectations.
 - d. Provide support for and attend RamEvents and Campus Activities programs.
 - e. Assist with student staff and RamEvents organizational assessment (learning outcomes, student performance evaluations, quality of on-campus programming, programming trends at CSU and other institutions, and additional efforts).
 - f. Assist in the continued development and maintenance of a long-term vision for RamEvents while directing student staff and volunteers in the timely implementation of that vision.
3. Other Campus-wide Programming
 - a. Partner with student leaders and university administrators to enhance the programming board's active co-sponsorship of a broad diversity of on-campus events.

- b. Serve on at least one campus-wide planning committee such as Dr. Martin Luther King Jr. Celebration Committee, Cesar Chavez Planning Committee, or any search committee.
 - c. Assist with and implement positive programming on the Lory Student Plaza in collaboration with the Campus Activities Event Coordinator.
4. General Campus Activities Responsibilities
 - a. Participate as an active member of the Campus Activities staff; attend meetings, retreats and trainings, and provide support to major department-wide programs.
 - b. Perform other duties, as identified with your supervisor, to enhance professional development and/or support the success of program areas and/or the department.
 - c. Represent Campus Activities at various trainings, involvement and resource fairs, etc. as requested by other campus offices and organizations.

Applicable SAHE Competency Areas

- Advising and Support
 - Leadership
 - Organizational and Human Resources
 - Personal and Ethical Foundations
 - Social Justice and Inclusion
 - Student Learning and Development
- *Other competencies may apply depending on desired opportunities*

Desired Qualifications

- Flexibility and ability to work in a fast-paced environment
- Ability to work autonomously
- Strong interpersonal skills
- Demonstrated ability to work and communicate with a diverse public: students, faculty, staff, and members of the larger community
- Well-developed organizational and administrative skills
- Excellent writing and oral communication skills
- Desire to promote diversity and inclusion through programming and services
- Experience in program/event planning and implementation
- Ability to build community with students and professional staff

Selection Process

Individuals will be chosen following regular graduate assistantship placement. Campus Activities graduate assistants must be enrolled in the SAHE program. This position is a two-year commitment with performance management check-ins along the way to ensure assistantship is mutually beneficial.

Terms of Employment

1. This assistantship is 25 hours/week. Occasional evening and weekend commitments required.
2. The employment period is from August 1, 2024, to May 31, 2025.

Remuneration

The assistantship provides the student a monthly stipend as well as full tuition the first year, and in-state tuition the second year. We cover registration costs for one professional development conference per academic year. Additionally, there is the opportunity to take RamEvents students to attend a conference with all costs covered.

Office Location

Campus Activities Office, Room 130
Lory Student Center

Contact Information

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Website

<https://lsc.colostate.edu/ramevents/>

<https://www.facebook.com/RamEventsatCSU/>

<https://www.instagram.com/rameventsatcsu/>