Washington University in St. Louis

GEPHARDT INSTITUTE FOR
CIVIC AND COMMUNITY ENGAGEMENT

Event Assistant

Paid Internship for Fall 2017 and Spring 2018

Position Overview

The Gephardt Institute for Civic and Community Engagement is hiring for a paid undergraduate student intern to serve as an Event Assistant. The Event Assistant provides essential support to the Office Coordinator and other professional staff in the Gephardt Institute to provide programming and administrative support for events, meetings, and special initiatives. The intern serves as an essential member of the Gephardt Institute staff. Responsibilities include, but are not limited to, the following:

1. **Participate in event planning, conceptualization, and evaluation. This includes:**
   - Team meetings
   - Developing and monitoring planning timelines in project management online tool (Asana)
   - Offering ideas for improvement to events and planning procedures.
   - Documenting recommended changes for the future

2. **Manage administrative tasks in preparation for events. This includes:**
   - Collaboration with Event Management and other offices for room reservations, housekeeping, room sets, walk-throughs, and A/V needs
   - Collaboration with catering vendors to order and confirm refreshments/catering needs
   - Creating materials (maps/directions, parking placards, nametags, sign-in sheets, table tents, packets, signage)
   - Monitoring RSVPs
   - Coordinating event staffing and writing operational plans
   - Communicating reminders and agendas to event staff and participants

3. **Assist with event set-up, staffing, and breakdown. This includes:**
   - Assembling and transporting event supplies
   - Setting up tables & chairs
   - Posting signage and laying out materials (handouts, agendas, pens, nametags, decorations, etc.)
   - Manage event staffing and fulfill staffing duties
   - Monitor A/V, catering, and room set, and troubleshoot as needed
   - Oversee breakdown of event to assure that room is left properly and supplies are returned to the office

4. **Serve as an essential member of the Gephardt Institute staff.**
   - Attend kick off staff retreats each semester and bi-monthly staff meetings for ongoing professional development and office-wide coordination.
   - Support Gephardt Institute office efforts including staffing the reception desk, supporting special events, and posting flyers as needed.
   - Participate in team efforts outside the office during special events such as the Community Service Fair, Activities Fair, Meet St. Louis, Gephardt Institute sponsored events, and other relevant outreach.
   - Assist students and student groups seeking information about community service opportunities through on-campus groups and off-campus agencies.
   - Write a semester report and update the Coordinator manual each semester.
   - Model professionalism and ethical leadership in and outside the office through adherence with Washington University policies and procedures, office expectations, and community standards.

5. **Provide other support as needed.**

Desired Qualities of Successful Candidates

- ✧ Initiative and professionalism
- ✧ Experience in project management and/or event coordination, both large and small scale
- ✧ Professional oral and written communication skills
- ✧ Strong interpersonal, organization, and time management skills
- ✧ Good problem solving abilities
- ✧ Commitment to team approach
- ✧ Flexibility and creative problem-solving skills
- ✧ Tolerance for ambiguity
- ✧ Interest in civic engagement
- ✧ Sense of humor
- ✧ Ability to manage multiple projects and deadlines at once
- ✧ Thrives in a fast-paced environment with shifting priorities

Time Commitment

The intern is expected to work approximately ten hours per week. Hours are flexible based on student's schedule, often include evening/weekend commitments, and generally occur in the office between 8:30am-5:00pm Monday through Friday. Increased hours may be necessary at times to prepare for and staff special events.

All Gephardt Institute interns are expected to attend the Gephardt Institute staff retreat, scheduled once a semester. The Event Assistant will ideally be available for transition meetings beginning in April 2017.

Duration

The internship is for the 2017-2018 academic year, with the possibility of renewal.

Eligibility

Washington University students who will be undergraduates during the 2017-2018 academic year are eligible to apply. 3.0 minimum GPA. Preference will be given to students eligible for Federal Work Study funds; all students are welcome to apply and will be given full consideration.

Remuneration

$8.00 per hour, paid bi-weekly.

Application Process

Applications are due online by **Friday, March 31, at 5:00pm.**

To apply, please complete an online staff application form, and submit a resume, cover letter, and addendum page.

If you have any questions about the position or process to apply, please contact the Assistant Director for Student Engagement and Service, Cara Johnson, at cljohnson@wustl.edu. For more information about the Gephardt Institute, visit gephardtinstitute.wustl.edu.