CAMPUS ACTIVITIES
RAMEVENTS
GRADUATE ASSISTANT

Title: Graduate Assistant  
Department: Campus Activities

Location: Lory Student Center  
Reports to: Program Coordinator

Wage/Compensation:  
~ $1,712.50/month  
Tuition (1st year – full, 2nd year – in-state)  
Registration for one professional conference

Terms:  
2 years  
10 months (July – May)  
25 hours/week

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 Campus Activities mission is to create incredible experiences that reach all students through programming and services. This 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 over $425,000. The board consists of at least 18 student programmers, as well as students who volunteer as RamEvents ambassadors and RamEvents Program Support.

Primary Responsibilities
1. Advising RamEvents
   a. Advise and support student staff in the planning, implementation, and evaluation of a variety of programs.
   b. Provide leadership to and advise student staff on working with and mentoring RamEvents volunteers in the planning implementation of their events.
   c. Serve as a member of the Professional Staff team.
   d. Support the programming board in marketing programs and branding the organization.
   e. Promote and encourage recruitment of new members and help facilitate the retention of current members.

2. Supervision and Management
   a. Work with the Assistant Director, Program Coordinators, and other RamEvents Graduate Assistant, as well as other Campus Activities professional staff members, to select, supervise, and evaluate the RamEvents student staff
   b. Plan and attend weekly staff meetings, retreats, and trainings.
   c. Provide support for and attend RamEvents and Campus Activities programs.
   d. 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).
   e. 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.

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.

Desired Qualifications
- Flexibility and ability to adapt
- Sound decision making, judgment, and ability to maintain confidentiality
- Strong interpersonal skills
- 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 staff
- Enrolled as a student in the Student Affairs in Higher Education Graduate Program

Professional Competencies
- Administrative Functions and Processes
- Managing Self
- Communication
- Working Relationships with Others
- Mobilizing Innovation and Change

Selections Procedure
Individuals will be chosen following regular graduate assistantship placement. Campus Activities graduate assistants must be enrolled in the SAHE program. Preference is for individuals who are interested in a two-year commitment.