**Roger Williams University – Bristol, RI Campus**  
**CCPD Graduate Assistant – Event Planning and Management Internship**  
**Reports to:** Associate Director  
**Department:** Center for Career & Prof. Dev  
**Date:** Academic year 2017-2018  
**Compensation:** Hourly - $15/Hr

**JOB SUMMARY:** Under the direction of the Associate Director, a **Center for Career & Professional Development (CCPD) Graduate Assistant** assists in the broad mission of the CCPD, specifically in event planning and management. CCPD Graduate Assistant serves as a leader and represents the CCPD in all that they do. CCPD Graduate Assistant will be expected to hold an average of 10-20 hours in the CCPD each week, including the bi-weekly staff meeting, event planning, event management and outreach. These hours are subject to change as needs change.

**DUTIES AND RESPONSIBILITIES:**
1. Collaborate with CCPD staff to review current projects.
2. Assists in planning, overseeing, and managing one-day recruitment events, guest speakers, and career fairs.
3. Assists with vendor relations, registration processing, pre-event and post-event planning, and day of event coordination.
4. Plan and execute marketing outreach to University community, including students and faculty.
5. Research recruitment events at similar schools in size and scope of RWU
6. Administrative and logistical tasks aimed at assisting the Employer & Alumni Outreach team events and programs run smoothly.
7. Supervise work-study students assigned to team
8. Maintains the confidentiality of all Department and University information.
9. Other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
1. Proficient in Microsoft Word, Excel, PowerPoint, and Prezi
2. Excellent organizational skills; ability to work independently, attention to detail, meet deadlines and prioritize multiple assignments.
3. Excellent verbal and written communication skills.
4. Fluency in social media platforms (Facebook, Twitter, LinkedIn, Snapchat, etc.)
5. Ability to take ownership of a project and produce desired results with limited supervision
6. Flexibility and the ability to work well in a fast-paced environment.
7. Must perform duties with professionalism, which includes relating to others in a courteous, cooperative, sensitive and congenial manner.
8. Excellent interpersonal skills with students, faculty, administrators, and others.
9. Must be available to work nights and weekends occasionally.

**ESSENTIAL CHARACTERISTICS:**
Successful performance of this position demands consistent demonstration of the following uncompromised performance characteristics:

**Core Competencies:**
1. **Professionalism**: Conducts oneself at all times in a conscientious, committed, and ambassadorial manner demonstrating respect for the position, colleagues, and the University’s best interest.
2. **Commitment to Mission and Objective**: Demonstrates loyalty to University and Department goals. Embodies and articulates the core values of the organization,
respecting the University’s pursuits, from local to global.

3. **Initiative:** Proactively identified problems, obstacles and opportunities. Implements decisive action appropriate to the position; assesses needs and concerns of the workplace environment in order to address current or future challenges. Acts prudently within the bounds of and to the extent of position authority.

4. **Honesty & Integrity:** The resolute commitment to and demonstrable respect for the spirit and intent of the rules and core values of the organization, setting an example of true professionalism and ethical propriety.

**Functional Competencies:**
Skills include cross-cultural communication skills, leadership abilities, attention to detail, ability to adapt to unforeseen issues, ability to promote events, ability to work independently, and interest in career and professional development.

**EDUCATION:**
Currently enrolled in a graduate program with an emphasis on Higher Education Administration, Human Resources, Sports, Events, Entertainment Management, Hospitality or similar fields.

**APPLICATION INSTRUCTIONS:**
Please send resume, cover letter and three professional reference letters to Susan Caizzi, Associate Director, Center for Career & Professional Development via email at scaizzi@rwu.edu by the deadline of Monday, May 15, 2017.