The University of South Florida Center for Student Involvement (CSI) cultivates an environment in which students are engaged in transformational experiences that lead to lifelong learning, personal growth, and connection to the University. CSI contributes to student success through quality involvement opportunities, education, and advising which foster USF pride, global leaders and holistic student development. CSI consists of the following areas: overall Student Involvement initiatives and promotion, Campus Traditions Board (Homecoming and USF Week), Campus Activities Board, Fraternity/ Sorority Life, University Lecture Series, and the Centre Gallery. In just one semester, CSI Programs can average over 25,000 attendees at over 100 events. CSI is staffed by approximately 30 student leaders across three programming boards, the Centre Gallery, and front desk staff assistant team as well as over 30 student volunteers. Additionally, there are 6 graduate assistants, 1 administrative specialist, 4 coordinators, 1 assistant director, 1 associate director, and 1 director that rounds out the full, award-winning team.

Event Planners are responsible for planning and coordinating events and programs for the USF community. They can expect to gain skills in events management, marketing, negotiating, and communication. Event planners work with budgets to provide USF students with creative and innovative programs that reflects student interests. Have you ever wanted to plan a Movies on the Lawn, a lecture, or a Homecoming event? If so, join our team of event planners!
Period of Employment:
The official period of employment will be from **July 2018 – April 2019**.

Responsibilities of the position include:
- Employees must have a 2.25 GPA or higher
- Employees must take a minimum of 6 credit hours
- Employees must fill out timesheets as instructed
- Employees will be required to attend trainings in summer and spring as designated
- Employees will work 10 office hours a week to plan events and cover work shifts for special events
  - Employees will help staff board events for their designated board, as well as other events hosted by the other boards and the office.
  - Employees may be asked to work 1-2 hours in Centre Gallery each week as part of their weekly ten hours
  - Employees will be required to attend their board meetings as assigned
  - Employees will be asked to attend General Body Meetings once monthly
  - Employees will help table for no more than two hours each month

Expected Learning Outcomes:
1. Student board staff will be able to hold themselves accountable to bringing the strategic goals of CSI to life.
2. Student board staff will be accountable to the core values of CSI, which include: creating engaged and responsible citizens, fostering community, embracing a diverse society, supporting intellectual growth, developing personal leadership competencies, building interpersonal relationships, and encouraging service to others.
3. Student board staff will create engaged and responsible citizens, foster community, ember a diverse society, support intellectual growth, develop personal leadership competencies, build interpersonal relationships, and encourage service to others.
4. Student board staff will contribute positively to building a team within CSI.
5. Student board staff will work collaboratively with others.
6. Student board staff will actively seek feedback and accept feedback in a positive manner from others.
7. Student board staff will know the components of a strategic plan and how to use one to lead an organization or entity.
8. Student board staff will am able to connect the mission of CSI to the activities and programs the programming board facilitates.
9. Student board staff will be able to design programs that are aligned with the needs of USF’s student body.
10. Student board staff will be able to create assessment that evaluates a program’s impact on the student body.
11. Student board staff will appropriately utilize CSI funding for program implementation.
12. Student board staff will write clearly, concisely, and professionally.
13. Student board staff will clearly communicate my ideas and thoughts to others verbally.
14. Student board staff will listen and reflect upon others’ viewpoints.
15. Student board staff will create environments that are inclusive for others.
16. Student board staff will cooperate well with others.
Compensation:
Student director positions will be paid $8.25 per hour for 10 hours a week. Certain positions may be paid for additional hours during peak periods of time (i.e. Homecoming Week, USF Week). Training and professional development opportunities are **unpaid** as well as other volunteer opportunities associated with the position.

*Each programming board has a weekly meeting commitment. In order to be considered for these positions, you must be available at the following times:
- Campus Traditions Board (CTB) – Every Monday from 4pm-5pm
- University Lecture Series (ULS) & Centre Gallery (CG) – Every Tuesday from 4pm-5pm
- Campus Activities Board (CAB) – Every Wednesday from 4pm-5pm

<table>
<thead>
<tr>
<th>Important Dates* (Subject to Change):</th>
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<tr>
<td>April 6, 2018</td>
<td>BullStock &amp; New Staff Welcome</td>
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<tr>
<td>April 20, 2018</td>
<td>New Team Welcome &amp; Kickoff</td>
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<tr>
<td>July 9-13, 2018</td>
<td>Anticipated Student Staff Retreat</td>
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Application Process:
Applications can be found on USF Careers website, from there you will be directed to the Center for Student Involvement portal on BullSync where you will complete your application. There will also be a link found on the main page of www.involvement.usf.edu. The application includes:

- General Information
- Position Rankings
- 2 References
- Short Answer Questions
- Résumé

All applications must be completed and submitted by **Wednesday, January 31, 2018 at 5pm**. All submitted applications will then be reviewed in consideration interviews. If you are selected for an interview, you will be notified via USF email. Applicants will then be notified about group interviews which will take place during the week of **February 19 – February 23, 2018**. If selected to move forward to individual interviews, they will take place during the week of **February 26 – March 2, 2018**.

If you have any questions, concerns, or need reasonable accommodations for your application process, please contact the Center for Student Involvement at 813-974-1001.
CSI Event Planner Position Descriptions

Campus Activities Board (CAB) positions

CSI Committee Director
The CSI Committee Director will oversee the volunteer committee, utilizing BullSync, for all Center for Student Involvement boards (CAB, Campus Traditions Board, and University Lecture Series), working closely with all boards to coordinate volunteer and promotional efforts. Director will plan and execute volunteer committee meetings, socials, and volunteer recognition throughout the year.

Patio Tuesday Director
The Patio Tuesday Director will plan and execute a Patio Tuesday event the first Tuesday of each month from 11am-1pm outside of the MSC. Each event should be creative and represent the needs of the general student body by selecting appropriate theme, food, novelty entertainment, giveaways and general entertainment. Availability during the first Tuesday of every month from 9a-2p is required.

Bulls Nite Out Director
Each Bulls Nite Out Director will assist in the selection, planning, managing, and promoting of 1 respective weekend program each month throughout the academic year. This will include creating and selecting entertainment, activities, and food for the program, as well as coordinating the event with the Marshall Student Center (or the appropriate location) facilities, USF Physical Plant, and a variety of other USF Departments involved in the execution of an event. Regular participation in Bulls Nite Out and CAB events is expected with the position. All Bulls Nite Out events occur on either Friday or Saturday nights, generally from 9pm-Midnight. General availability during Friday evenings on a rotating basis is required.

Movies Director
The Movies Director will select, plan and promote a bi-monthly (twice a month) movie series on Wednesday nights throughout the 2015-2016 academic year. This will include enhancements at some movies such as incorporating themes, activities, or food sponsors. Additionally, this director may execute a monthly movie program to serve as the “main event” for select Bulls Nite Out programs. This director will also be in charge of planning an annual event called Campus Movie Fest, during which students’ films are showcased. The Movies Director is responsible for coordinating the short film submission and judging process. Duties will include working with outside vendors and companies, and planning all logistics associated with the event. Availability Wednesday evenings is required.

Campus Traditions Board (CTB) Positions:

Campus Traditions Programming Directors
Campus Traditions Programming Directors will plan and execute the events of Homecoming and USF Week, including SuperBull Team Competitions, Kick-Off, Homecoming Ball and Court, Homecoming Parade, Homecoming Carnival, Ultimate Bull Talent Show, Rocky’s Birthday, and additional events to be determined. Specific responsibilities will be assigned after the board is formed.
University Lecture Series (ULS) Positions:

**Events Director**
The Events Director will coordinate receptions for each lecture guest, reaching out to and partnering with USF departments, colleges, and student organizations, as well as external Tampa Bay community members. Events Director will work closely with catering and event services to ensure a high quality reception. Duties will include sending out invitations for the receptions and ensuring reserved seating at the lecture for guests. Events Director will plan and organize teaser events prior to lectures to generate excitement about the upcoming speaker.

**Scheduling Director**
The Scheduling Director will oversee all efforts related to the student experience, ensuring an enjoyable experience for all. Duties will include creating a detailed staffing plan for each event, arranging special accommodations for guest as needed, and working closely with the Center for Student Involvement Committee Director to communicate the needs and scheduling of all volunteer committee members. The Scheduling Director will coordinate all event staff including, but not limited to, sound and light, security, and photography.