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**First-Generation Student (FGS) Event Planning and Programming Coordinator**

**What We Believe:** Intercultural and International Student Services believes that learning to effectively navigate differences and new environments is an essential part of a liberal arts education.  Our [Inclusion Visioning Statement](https://www.csbsju.edu/idc/institutional-statement) calls us to integrate this priority into all aspects of the life of the institutions.

**Our Vision:** Intercultural and International Student Services aspires to model [transformative inclusion](https://www.csbsju.edu/becoming-community) in our immediate and global communities.

**Our Mission:** Intercultural and International Student Services empowers and educates students to intentionally develop mutually trusting and [culturally agile](https://www.bushfoundation.org/grants/leadership-network-grants/cultural-agility) relationships.

**We’ll know we’ve succeeded when:** All students feel like they belong and are successful at CSBSJU.

Length of Position:

* 2020 – 2021 Academic Year

Description of Position:

We are looking for a student who is well-organized, a good communicator, task-oriented, and comfortable taking initiative and working independently to make sure all aspects of events and programs organized for FGS run smoothly and are well-attended and evaluated by first-generation students (FGS).

Duties & Responsibilities:

* Organize First-generation Student Organization Committee meetings and collect ideas about events and programs from the organization’s (committee) members
* Provide event/programming assistance to the first-gen student support specialist
* Design and market events and programs to support all first-generation students to succeed at CSBSJU
* Serve as a voice and an advocate for first-generation students and be a resource to members of the campus community, who seek assistance and promote understanding of first-generation students and the notion of “proud to be first-gen”
* Serve as a liaison between the supervisor, the organization, organization members, and the first-generation students at CSBSJU
* Event coordination of before, during, and after; Schedule room reservations for events/programs/meetings and make catering and food service arrangements
* Assist with event/program participation data collection
* Perform other work-related duties as assigned

Minimum qualification to perform the duties of the position:

* Ability to work independently and as a team member
* Basic Knowledge of Outlook, Excel, Instagram, Facebook, Twitter, LinkedIn, and other social media platforms
* Attention to detail
* Good written and verbal communication skills, with comfort and competence in public speaking
* Attend development workshops for the job and the department
* Have a strong interest in inclusion and cultural agility
* Ability or experience in intercultural contexts and willingness to work with people from many different backgrounds
* Willing to take initiative
* Be able to prioritize multiple projects and requests appropriately
* Good academic standing (minimum GPA 2.0) and not on Probation for disciplinary reasons

Work Schedule:

* Monday – Friday, various hours 8am – 4:30pm; Nights and weekends as appropriate;
* Attend scheduled staff meetings and trainings;
* Training in August (starting on August 13) and early January.

To apply for this position, please complete the [online application](https://www.csbsju.edu/forms/Q6CV0AS940) by Friday, April 10, 2020.