



Special Events & Programs Intern *Campus Dining*

Spring 2024

Position Summary

Campus dining is looking for an energetic, fun, and creative intern who enjoys event planning to help manage events that support our mission and vision. The Campus Dining Programming Intern is a crucial member of the Campus Dining team, as they are primarily responsible for providing a welcoming, colorful and enriching atmosphere to the college community as well as helping to promote campus dining's sustainability initiatives. The Special Events & Programs Intern assists the full-time administrative staff in carrying out events, programs and services in campus dining designed to enhance the communal environment of the college. The intern reports to, and works under the guidance and supervision of the Assistant Vice President.

Duties/Responsibilities:

- Event planning and organization from conception to completion.
- Drafting emails and other documents with provided content for events.
- Designing flyers, posters, and brochures.
- Ensures a friendly, comfortable atmosphere alongside other workers.
- Set up registration and clean-up on event days.
- Coordinating and executing all aspects of certain community outreach events.
- Works closely with the campus dining team to develop event goals, strategies, and timelines.
- Partner with the marketing intern to promote events and ensure all event materials are on brand.
- Coordinate with vendors, sponsors, and partners to ensure that events run smoothly and all stakeholders are satisfied.

Qualifications:

- Effective organization, planning, and decision-making skills.
- Professionally and respectfully communicates with the community and staff.
- Be a positive role model and good-will ambassador for campus dining.
- Strong interpersonal and communication skills.
- Excellent organizational and multitasking abilities while working independently.
- Detail oriented.

Start date: January 23, 2024

End date: May 11, 2024

Work Schedule: Schedule Varies

Hours Per Week: 8 hours per week

Starting pay rate: \$16.78/hr

To apply, please submit student employment [application](#) to dining@oxy.edu

