Job Posting: SPHHS Student Event Planner Assistant


Hours: minimum 5 hours per week up to 15 hours per week; flexible schedule

Rate of Pay: $14.25/hour through Dec 31, 2022; $15.00/hour beginning Jan. 1, 2023

Eligibility: Undergraduate students with work study; SPHHS undergraduate majors preferred

Location: on-campus during fall and spring semesters; remote during winter break (negotiable)

Work study: Work-study is required

Job Duties:
The School of Public Health and Health Sciences (SPHHS) Center for Student Success (CSS) is looking for a student to assist with planning school events. We are looking for a student who is excited to suggest new event ideas and to build community within the school. The student worker will work closely with CSS staff to organize events, create flyers and social media, and help on day-of events (as schedule allows).

Job Qualifications:
The successful candidate will have the following:

- Event planning experience, including strong logistical skills
- Experience organizing small and large events in a variety of settings
- Knowledge of types of events that appeal to various groups
- Strong organizational skills, including the ability to work on multiple projects simultaneously
- Strong interpersonal and communication skills (both verbal and written)
- Creative ideas for how to increase attendance at events, including advertising strategies
- Experience creating flyers, PowerPoint slides, and social media posts
- Experience with or a willingness to learn how to use Canva and Microsoft Teams

To apply:
- Submit a resume and cover letter (please let us know if you currently have another UMass job).
- Submit a schedule for the days/times you are available to work in person during a typical week and include the maximum number of hours per week you are available.
- Submit an example of a flyer for the event below (it is recommended that you use Canva-canva.com):
  1. Wellness Fair focusing on fitness, meditation, and healthy cooking demonstrations
     - February 16; 2:00-4:00 p.m. in the UMass Campus Center Auditorium.

Send all application materials to: sphhs-success@umass.edu by Wednesday, Nov. 9, 2022.