



Date Submitted: February 2024  
Reason for Submission: (Check One)  
Update   
Re-evaluation of Position   
New Position, Initial Evaluation

## POSITION DESCRIPTION

Position Title: Program & Event Assistants (PEAs)  
Department: Student Services  
Position Status: Active  
Employment Type: Part-time  
Employment Term: August 2024 – April 2025

## POSITION SUMMARY

Program and Event Assistants (PEAs) provide administration, planning, coordination and implementation assistance to the Manager, Student Services (MSS) and the Coordinator, Student Engagement (CSE) with Students' Union programs, events and social media as required. Under the direction of the MSS and CSE, Program and Event Assistants help move projects towards completion by performing project and administration tasks, planning of event logistics, promotion, and management of event operations. PEAs contribute to the planning, coordination and execution of many Students' Union events and online programming. In consultation with the MSS and CSE, and the SU Executives, PEAs will support the programming of all mandated events, weekly events and social media initiatives.

**REPORTS TO:** Coordinator, Student Engagement

## COMMITMENT:

Program and Event Assistant hours vary between 5 and 15 per week, depending on the event or program that is the key focus at a particular time. The allocated hours are generally worked during regular office hours (8:30 AM - 4:30 PM), but PEAs will also be occasionally required to work evenings or weekends during special events, or meetings.

**TRAINING:** A mandatory Student Staff Orientation will take place in late August. PEAs will receive hands-on training in the first 4 weeks of the job, and then ongoing support and training as needed to develop proficiency.

## KEY RESPONSIBILITIES

- Perform a variety of project administrative duties, including drafting reports, filing, data entry, creating presentations, contacting participants of various programs, and relaying information.
- Assist with event logistics, operations, set-up, take-down and provide on-site support.
- Provide project-related assistance on various short-term assignments.
- Assist in creating content to be featured on SU social media.
- Manage SU posters and their dissemination on pre-determined boards around the building. Keep SU poster boards up to date.
- Develop event plans that conform to established timelines and budgetary guidelines.
- Prepare post-event reports and debriefs.
- Support the Elections, Clubs and Communications teams to actively promote events and engagement opportunities to the student body, including participating in street teams and managing booths.
- Respond to inquiries about the Students' Union and University of Calgary, and provide information and advice related to services, events, programs and activities provided by or promoted by the Students' Union.
- Attend and participate in weekly meetings with the MSS, CSE and other committees as required.
- Other duties as assigned by the CSE or MSS.

**REQUIRED SKILLS AND ATTRIBUTES**

- A current undergraduate student attending the University of Calgary.
- Demonstrate personal motivation and the ability to take initiative. The PEA role requires a high-level of independence, however they must actively and regularly communicate and coordinate with the other members of the team and the supervisors.
- Computer skills with ability to use full suite of MS Office software, including Excel, Word, and PowerPoint.
- Candidate must have access to a webcam and be comfortable participating in both in-person and virtual meetings.
- Ability to plan and coordinate creative content to be published on SU social media, in partnership with the SU Communications team.
- Demonstrated organizational and time-management skills to meet daily work deadlines, ongoing program commitments, and emerging priorities.
- Superior interpersonal skills to interact positively, courteously, and professionally with other students, customers and staff.
- Discretion, good judgment, and ability to maintain composure under pressure.
- Well-developed written and verbal communication skills.

**EXPERIENCE**

- Direct practical experience conducting administrative tasks (E.g.-customer relations, creating and processing of documents, writing professional emails, etc.)
- Prior experience with program or event planning/assisting is an asset.
- Knowledge of student government and principles of governance, including the Students' Union's structure, programs, and strategic plan would be beneficial.

The successful candidate may be able to re-apply for this or a similar position provided they are enrolled in undergraduate studies.