

LEAD 6830: Practicum Proposal for Student Affairs in Higher Education

Division: Student Success

Department: UCCS Presents/University Center and Event Services

Operational Area: Event Services/Event Production

Staff: 100 students and 14 professionals

Locations: University Center/Ent Center for the Arts and other locations across campus.

Mentor: Megann Murphy, Associate Director for Event Services

Hours available: 100 total (60 Administrative, 40 Student Contact)

Start/End Date: Flexible

Hours Availability: Normal Business Hours

Department Overview:

The University Center, centrally located on campus, has you covered in many ways! From comfortable lounges, study areas, and game rooms to convenient services. The University Center houses many of the campus' student services such as, the Department of Student Life, Student Government Association, M.O.S.A.I.C, Copy Center, and much more! University Center and Event Services department provides professional support and services to UCCS students, faculty, staff, and the greater community through event coordination, facility usage, and personal development. As stewards of the University Center, we strive to provide a safe, welcoming, and engaging environment through programming, educational opportunities, services, and facilities.

Event Services/Event Production Overview:

The Event Services office, located on the first floor of the University Center, is your 'One-Stop Shop' for all meeting, events, one-day or multi-day conferences, summer conferences, and much more! The Event Services office will be your one place to go to for everything related to your reservation.

Practicum Supervision:

Your mentor will provide supervision, advising, and training. Some activities will involve direct supervision, while others will require independent work.

Practicum Learning Outcomes:

- Gain experience in event management, including but not limited to booking, planning, production, and execution.
- Develop and understanding of the needs involved in high profile events.

- Learn administrative skills and process associated with a high volume, fast paced environment.
- Understand how to execute logistics in a collegiate environment.

Core Competencies:

- Law, policy, and governance
- Technology
- Advising and Supporting
- Leadership
- Student Learning and Development
- Personal and Ethical Foundations

Practicum Learning Activities:

Administrative: Assist in data entry, attend planning/logistics meetings, and department event check-in and related administrative support. Attend staff and production meetings. Work with contracts and agencies to finalize events. Assist with event production for major campus events: Orientation, Parent and Family Weekend, and other Conferences.

Student Contact: Shadow/Train Student Event Coordinators in desk coverage, administrative coverage, student club/Greek life planning/logistics meetings, event check-ins, and related administrative support. Meet individually with student employees to address academic, career, and personal goals.

Qualifications:

Must be enrolled in UCCS SAHE Graduate Program.

Must have a 3.0 or higher GPA

Must possess the ability to work independently and in groups to complete projects.

Previous event management experience a plus.

To Apply:

Contact – Megann Murphy, University Center Associate Director

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