

## RIDE Center Event Planning Assistant

**Faculty/Staff Name:**

Grace Templeton (RIDE Assistant)

**Faculty/Staff Department:**

Institutional Advancement: Research, Innovation, Design and Entrepreneurial (RIDE) Center

**Faculty/Staff Email:**

[gtempleton@westfield.ma.edu](mailto:gtempleton@westfield.ma.edu)

**Job Title:**

Event Planning Assistant

**Job Description:**

- Assist Executive Director of RIDE Center and their Assistant with various scheduling of events on an as needed basis
- Help design and distribute promotional materials on a regular basis
- Assist with classroom visits; work with faculty/staff to provide any necessary or requested materials for their students the day of
- Assist with upkeep of MakerHealth and CoLab scheduling platforms (online)
- Provide an upbeat environment for students/faculty/visitors to utilize efficiently and be present to answer any questions

**Number of hours per week:**

6-8 (on average)

**Requirements for job:**

- Excellent skills in Microsoft Word, Excel, Forms, Canvas, and web design required
  - Professional and effective communication skills required (verbal and written)
  - Interest in Design, Consulting, or Event Planning for higher education preferred
- Dress code: Business casual unless otherwise noted.

Meeting times: scheduled and regular each week (in person)

Work performed: in person, hybrid when necessary/requested if the duties allow

**Start/end date:**

Start: Tentative; will decide once equipment is installed

End date: TBD (looking for students who would be interested in working both semesters of FWS with us)

**Skills students will acquire through job:**

- Student will learn the basics of event planning/management, the logistics of running a research center, and the duties that come with being a part of the CURCA/RIDE Center team
- Student will develop networking skills through working with faculty, scheduling events,

working with outside vendors, and sitting in on meetings to discuss events/plans for Center  
-Students will understand the basics of promoting an event/center and how to engage students/faculty/community to the utmost potential in a fast-paced environment

**HOW TO APPLY:**

If interested, please email your cover letter and resume to Grace Templeton  
[gtempleton@westfield.ma.edu](mailto:gtempleton@westfield.ma.edu) to schedule an interview.