

IOWA STATE UNIVERSITY

Student Innovation Center

Job Title

SICTR SW- Events Student Assistant

Location

SICTR Events – Admin Office, RM 2130

Employer

Student Innovation Center

Position Description

The SICTR Events Team within Iowa State University's Student Innovation Center is seeking a dynamic, ambitious, and eager-to-learn student to join our team as an Event Student Assistant.

The events team provides well-rounded opportunities for students to activate their skills, collaborate with a diverse range of individuals across Iowa State University, and apply their innovative ideas to real-world experiences at the Student Innovation Center.

As an Event Student Assistant, you will play a vital role in ensuring the success of events, facilitating tours to showcase the opportunities at the Student Innovation Center, and maintaining the building's resources to keep innovation running smoothly. You will work alongside professional staff and a small team of Event Students. You will assist with day-to-day event operations, contribute to the success of in-house events, and help create a welcoming environment, a collaborative and proactive nature will be helpful in this role.

In becoming an Events Student Assistant, you will become a key part of the Student Innovation Center and Iowa State's mission to create a collaborative environment that enables innovation and encourages students to think creatively. You will also grow in your knowledge by learning from professionals and peers, as well as build interpersonal skills that will set you up for success in your professional career.

Required Qualifications

- Students must be enrolled full-time at Iowa State University and in good academic standing
- Must have authorization to work in the United States
- Must be reliable, timely, and willing to communicate with supervisors, fellow student employees, as well as visitors and guests

Preferred Qualifications

- Experience working with a team and responsibly working on your own
- Strong communication skills
- A proactive and ambitious attitude
- Demonstrate positivity and passion to promote innovation through events
- Be able to work 10-15 hours per week (limited to 20 hours or less per week when classes are in session, except during breaks and summer sessions)

Primary Responsibilities and Expectations

- Set up, organize, clean, and reconfigure event and meeting spaces before events
- Be available during events to answer questions and provide technology assistance as needed
- Refresh and reset spaces after events to prepare for the next activity
- Clean meeting rooms, including tables and floors (vacuuming, etc.) to ensure a tidy environment
- Educate visitors, event attendees, and the Iowa State University community about the Student Innovation Center through interactions and tours
- Follow all policies of the Student Innovation Center and Iowa State University
- Ensure proper use of building materials, AV equipment, and other resources
- Regularly update and maintain inventory, notifying supervisors when items are running low
- Inspect and report any broken or damaged furniture, AV equipment, or other facilities
- Provide coverage and support during semester breaks or when supervisors are unavailable, addressing any concerns from students, attendees, or the Iowa State University community
- Ensure the smooth operation of events in the absence of supervisors, resolving any issues that arise
- Assist with any other tasks as needed to support the operation and success of the Student Innovation Center (ie. events, activities, tours)

Compensation

Event Student Assistants start at \$14 per hour, with the potential to earn up to \$16 per hour through experience and strong performance.

Application Process:

- 1) Submit an online application through [CyHire](#). Applications close April 3, 2025 at 11:59pm.
 - a) Be ready to upload your:
 - Resume
 - A paragraph describing your interest in this particular position and highlighting your applicable experiences.
- 2) Receive an invitation to schedule an interview with the SICTR Events Coordinator and staff.

Contact Information:

Millicent Jackson, Student Innovation Center – Events Coordinator, mcameron@iastate.edu