
**POSITION DESCRIPTION**

**Department:** Swanton Pacific Ranch **Supervisor:** Brian Dietterick

**Job Title:** Events Planning Intern **FLSA Status:** Non-Exempt

**Job Summary**

This internship is a student-status, in-residence position at Cal Poly’s Swanton Pacific Ranch that entails educational, skills training, and work experience activities over the summer quarter. Specific learning objectives for the Events Planning Intern will include all aspects of planning for Ranch events, including and especially the 350-person Swanton Pacific Day. Work may involve: 1) refining event agendas; 2) arranging for all vendors; 3) convening participants, 4) budgeting and reporting; 5) creating and distributing marketing materials; 6) managing registration, and; 7) organizing other aspects of preparation. Additionally, Fridays are facility cleanup days where all interns contribute to facility upkeep activities when available. Some assigned work activities in other disciplines should be expected occasionally. Events planning intern may take part in ranch required training including off-highway vehicle operation, tractors, implements and maintenance, working around heavy equipment, radio communication, chainsaw operation, CPR/first aid, land orientation and map reading, GPS, ranch emergency operations, and ranch hazardous materials.

**Duties and Responsibilities**

* Maintaining positive working relationships with participants, vendors, and event staff
* Tracking and communicating timelines including deadlines
* Assuring events come within budget
* Summarize information in tables, figures, and reports
* Maintain professionalism and courtesy
* Assist staff in maintaining facilities throughout Swanton Pacific Ranch
* Other work in other ranch operations or research should be expected
* Perform other duties assigned

**Position Requirements**

* Maintain orderly work environment
* Ability to perform complex and highly responsible duties
* Proficient computer skills including word processing and databases
* Ability to prioritize, plan, organize, and meet time lines
* Ability to establish and maintain cooperative and effective working relationship with others
* Excellent verbal and written skills and the ability to interface with all levels of staff, and our community, including students, faculty and staff, and the public
* Interpersonal skills using professionalism, tact, patience, and courtesy
* Ability to maintain regular and reliable attendance

**Physical Requirements**

* Hearing and speaking to exchange information in person or on the telephone
* Dexterity of hands, fingers, and wrist to operate a computer keyboard and calculator
* Seeing to read a variety of materials
* Sitting, standing, and walking for extended period of time
* Physical agility to lift 20 pounds to shoulder height
* Physical agility to lift, carry, push, or pull objects
* Ability to negotiate obstacles in uneven terrain, off trail along streams and on hillsides

I acknowledge receipt of this Position Description. I understand that the nature and scope of my duties and responsibilities, as well as the Corporation’s expectations, are more comprehensive than what is incorporated in this document. Furthermore, I understand and agree that my employment with the Corporation is not for a specified term and is at the mutual consent of the Corporation and myself. Accordingly, either the Corporation or I can terminate employment relationship at-will, with or without cause or notice, at any time.

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Signature of Employee Date

Signature of Supervisor Date