



Division of Student Affairs

Position: _____ Graduate Assistant for Campus Life-Event Management and Support
Community Development, Division of Student Affairs

As a graduate assistant in the Division of Student Affairs, this job description denotes your primary responsibilities; however, the Division operates as a cohesive unit, and you may be asked to assist in other areas throughout the Division as necessary.

Description:

Under the direction of the Director of Campus Life, the Graduate Assistant for Campus Activities will be responsible for various projects and assignments within the Department. This Graduate Assistant position is multi-faceted in meeting the co-curricular needs of a diverse, undergraduate student population. This position requires weekday, evening, and weekend hours as needed.

Responsibilities include (but are not limited to):

- In conjunction with the Campus Life team, provide oversight for aspects of specific Traditional Programs:
 - Move-In Weekend
 - Red Carpet Welcome
 - Student Leader Conference
 - Spring Week/Spring Concert
 - Special Events

- Event management and logistics review:
 - Assist with completing and submitting event documents for the department
 - Review event documents for accuracy
 - Correspond with event planners and logistical support teams
 - Assist with coordinating the event coverage schedule
 - Work with other University departments to support social and cultural events
 - Strengthen signature events by benchmarking traditions at peer institutions

- Assist Campus Life administrators in creating a general marketing strategy for all Signature Programs and Events.
 - Work with the Graphics Designer to create a unified marketing strategy for Campus Life
 - Leverage the use of technology to replace traditional forms of advertising.

- Develop a standardized assessment tool for Campus Life that provides immediate and spontaneous feedback from students. Provide detailed reports on student feedback to program planners so that we ensure that student feedback is a part of the program planning process.

General:

- Establish and complete 20 office hours per week in addition to weekend and evening hours as needed.
- Work with various offices and individuals in developing programs and advertising for events.
- As assigned by supervisor, attend various Campus Life staff meetings and individual meetings with project manager.
- Serve as a chaperone, as needed.
- Other duties as assigned by the administrators in the area of Campus Life

Qualifications

- Bachelors degree required
- Enrollment in a full-time Master's program in Higher Education, Student Personnel Administration, Counseling, or other related field required.
- Programming experience, organizational skills, ability to work within budgets, understanding of student learning theories and community development is preferred.
- Effective leadership and oral communication skills
- Excellent written communication skills
- Must maintain confidentiality in all duties assigned
- Effective organization/multi-tasking skills
- Ability to program various events for large groups of students, faculty and parents/families with diverse needs and interests

Length of Assistantship: The Graduate Assistant contract year runs from September through May and is eligible for renewal on a yearly basis. A separate contract or working arrangement may be available for May through August, and is subject to supervisor approval and budget allowance.