

Graduate Assistant for Programs
Department of Student Activities
Job Description

Job Summary: Under the general supervision of the Associate Director for Programs, this two- year position will provide an array of experiences, including program planning, supervising student employees and advising student organizations in event planning. In the first year, the Graduate Assistant (GA) will be responsible for: coordinating the UConn Late Night Program, advising UConn student organizations in program planning, and assisting with department projects and other duties as assigned.

The second year, the GA will serve as an advisor to the Student Board of Governors (SUBOG) by assisting student leaders with program planning and creating environments that foster student development. Further in the second year the GA will continue to be responsible for advising UConn student organizations in program planning, assisting with department projects and other duties as assigned.

General functions of the Graduate Assistant for Programs

- Coordinates UConn's Late Night programming series.
- Hires, trains and supervises approximately ten student staff members.
- Provides on-site event supervision, when required
- Advises UConn student organizations on event planning and programming strategies.
- Assists with the coordination of programming for weekly, monthly, and major university events such as: Husky WOW, Family Weekend, Homecoming, Winter Weekend and Spring Weekend.
- Supports the Student Union Board of Governors (SUBOG) through program advisement, training, and student leadership development.

Characteristic Duties and Responsibilities

- Manages day to day operations of the UConn Late Night, including: budget management, promotion/marketing, assessment, staff supervision, and contract negotiation for entertainment and services.
- Establishes and facilitates workshops and trainings for student workers and student leaders.
- Books programs and makes necessary contractual arrangements for performances, within the regulations provided by the department, the University and the State.
- Responsible for thorough knowledge of State, University, and departmental policies and regulations regarding public events, purchasing, building operation, safety, and contract negotiation.
- Develops communication with campus community to facilitate coordination of programs.
- Monitors compliance of all policies, procedures and reports violations.
- May be assigned special projects as needed.