

**Student Union/Student Activities  
Graduate Assistant Position  
Job Description**

**Job Summary:** This position is a two-year assistantship with responsibilities in two offices. Under the general supervision of the Director of the Student Union, the graduate assistant will be responsible for participating in the successful operation of the Event Services and Business Operations units for year one. Under the general supervision of the Associate Director for Student Activities Programs, the graduate assistant will implement educational, social, and recreational programs within the building during year two. This person will also assist with special projects and other duties as assigned.

**Specific duties and responsibilities/Student Union First Year:**

- Manage the operation of the Doug Bernstein Game Room, including the development of policies and procedures and the hiring, training, and supervision of student staff. The Graduate Assistant will also help plan and implement special programs and events i.e. tournaments and develops a marketing plan for the Game Room.
- Chair the Student Union Marketing Committee. Develop programs that enhance awareness of the facility, programs and services. Coordinate social media sites.
- Participate in the development, facilitation, and assessment of student training programs for student employees. Align program with the learning outcomes developed by the department.
- Assist in the management of assessment of building services through comment cards, online satisfaction surveys, and benchmarking initiatives.
- Develop a working knowledge of the Event Management System (facilities reservation software) entering event reservations involving multiple support services and equipment for student organizations, University departments, and non-university customers.
- Be a representative of quality customer service for our student employees. Assist as needed in responding to customer needs presented in the Student Union Administrative Offices.
- Develop thorough knowledge of State, University and Departmental policies and regulations regarding public events, purchasing, building operations, safety and for advising others of same.
- Participate in monthly staff meetings.
- Complete special projects or other duties as assigned.

## **Specific duties and responsibilities/Student Activities Programs Office Second Year:**

- Coordinate UConn's Late Night Program.
- Hire, train and supervise student staff.
- Support the Student Union Board of Governors (SUBOG) through program advisement, training, and student leadership development.
- Provide on-site supervision of events to oversee facilities use, arrangements, admission receipts, compliance with policies, safety, and to assist in problem resolution.
- Provide advisement to UConn student organizations on campus wide events.
- Assist with the coordination of programming for weekly, monthly, and major university events such as Husky WOW, Family Weekend, Homecoming, Winter Weekend and Spring Weekend.

## **Characteristic Duties and Responsibilities**

- Coordinate UConn's Late Night programs to include budgeting, promotion, scheduling and booking of entertainment and services.
- Assist in advising Student Union Board of Governors committees and promoting student involvement and student programs.
- Collect information on programs available, determine priorities and advise students in making choices.
- Work with students to plan, coordinate, and schedule all programs in assigned areas of responsibility.
- Provide on-site supervision of events to oversee facilities use, arrangements, admission receipts, and compliance with policies and to assist in problems resolution.
- Advise and work on all necessary program arrangements for space, publicity, special requirements of performers, and other program needs.
- Assist in developing Student Union Board of Governors committee structure and promoting student involvement.
- Establish and provide workshops and training in programming and other student concerns.
- Develop communication with campus community to facilitate coordination of programs.
- Book programs with artists and agents and make necessary contractual arrangements for performance, within guidelines of the department and in accordance with University and State regulations.
- Monitor compliance with all policies and procedures and report violations.
- May be assigned special projects as needed.