

**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.

**Overview of 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 develop a marketing plan for the Game Room. Maintain responsibility for the Game Room budget.
- Coordinate Student Union Marketing Efforts. Develop programs that enhance awareness of the facility, programs and services. Supervise the student social media coordinator and oversee social media sites and activities.
- 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.

## **Overview of duties and responsibilities/Student Activities – Programs Office Second Year:**

- Coordination of UConn's Late Night programs to include budgeting, promotion, scheduling and booking of entertainment and services.
- Hire, train and supervise student staff.
- Provide on-site supervision of events to oversee facilities use, arrangements made with vendors and campus partners, compliance with policies, overall student safety, and to assist in problem resolution.
- Work with students to brainstorm, schedule, coordinate, and execute programs in assigned areas of responsibility.
- Advise and work on necessary program arrangements for space, special requirements of performers, and other program needs.
- Provide guidance to students about advertising through social media and other outlets.
- Establish and provide workshops and training in leadership, 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.
- Assist with the coordination of programming for weekly, monthly, and major university events such as HuskyWOW, Family Weekend, Homecoming, Winter Weekend, and Spring Weekend.
- Assist with Late Night and Programs Office assessment and strategic planning efforts.
- Support other Programs Office initiatives including Off-Campus Event Advising, Native American Cultural Programs, Day of Kindness, and various themed weekends.
- Attend out-of-state events when necessary and serve as the primary staff contact
- May be assigned special projects as needed.