Graduate Assistant for Programs
Department of Student Activities

Job Description

Job Summary:

Under the general supervision of the Associate Director for Programs and direct supervision of the Coordinator for Major Events & Programs (Late Night/WOW), this two-year position will provide an array of experiences, including (but not limited to) program planning, supervising student employees, as well as advising student organizations in event planning. The Graduate Assistant (GA) for Programs will be responsible for: co-advising/co-supervising the UConn Late Night Program, assisting with Mega-Weekend programming, Week of Welcome staff logistics, assisting with department projects, and other duties as assigned. There is also potential for additional departmental opportunities for this staff member to actively engage in, depending on specific personal interests and professional goals.

General responsibilities of the Graduate Assistant for Programs:

- Co-advise/co-supervise the Late Night programming team student workers
- Hire and train Late Night student staff members
- Provide on-site event supervision (when required)
- Assist with training and program implementation of Week of Welcome (WOW) student staff
- Assist with the coordination of programming for weekly, monthly, and major university events such as (but not limited to): Husky WOW, Family Weekend, Homecoming, Winter Weekend, Mega-Weekends, and Spring Weekend
- Attend weekly/biweekly meetings, including (but not limited to): Late Night all-staff meetings, Late Night leadership meetings, Late Night programming meetings, etc.

Characteristic Duties and Responsibilities

- Manage daily operations of the UConn Late Night team, including: budget management, promotion/marketing, assessment, staff supervision, and contract negotiation for entertainment and services
- Establish and facilitate workshops and trainings for student workers and student leaders
- Work with Program Coordinator to coordinate programs and create 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
- Create and maintain working relationships with University partners, including (but not limited to): UConn campus community, professional novelty/program-related vendors, etc.
- Develop communication with campus community to facilitate coordination of programs
- Monitor compliance of all policies, procedures and reports violations
- May be assigned special projects as needed