**Job Summary:** This assistantship is a full-time assistantship, 20 hours per week, on a 9-month appointment. This is a two-year assistantship pending a satisfactory performance after the first year. Under the general supervision of the Associate Director for Student Activities, Major Events and Programs, the graduate assistant will be responsible for the implementation of programming and services developed by the Late Night, Week of Welcome, and Spring Weekend programs. Additionally, they will implement and coordinate appropriate advisement, training and leadership development opportunities for the programs stated above.

**UConn Late Night**

- Support the Late Night student staff through program coordination, staff training, and student development
- Coordination of UConn’s weekly Late Night programs to include budgeting, promotions, scheduling and booking of entertainment and services
- Hire and train undergraduate student staff
- Work with students to brainstorm, schedule, coordinate, and execute programs in assigned areas of responsibility
- Establish and provide workshops and training in leadership, programming, and other student concerns
- Provide on-site supervision of events, when necessary, to oversee facilities use, arrangements made with vendors and campus partners, compliance with policies, overall student safety, and assist with problem resolution
- Develop communication with campus community and facilitate coordination of programs
- Advise and work on necessary program arrangements for space, special requirements of performers, and other program needs

**UConn Week of Welcome (WOW)**

- Assist with the student leader recruitment of the Week of Welcome (WOW) Captains and Leaders
- Assist with the development of training and leadership development opportunities for the Week of Welcome student leaders
- Assist with the supervision of Week of Welcome student leaders
- Assist in the development and coordination of WOW programs and events
- Collaborate with the Major Events and Programs Administrator of Marketing and Graphic Design to develop a social media and marketing strategy and advertise both the WOW program and WOW Captain/Leader recruitment
UConn Spring Weekend

- Assist with the program development and coordination of the UConn Spring Weekend program through scheduling and booking of entertainment and services and collaborating with student organizations and campus departments
- Provide on-site supervision of Spring Weekend events, occurring in April, to oversee facilities use, compliance with policies, overall student safety, and assist with problem resolution

General Major Events and Programs

- Assist with Late Night, WOW, SW, and other Major Events & Programs assessment and strategic planning efforts
- Book programs with artists and agents and make necessary contractual arrangements with performance, within guidelines of the department and in accordance with University and State regulations
- Attend out-of-state events when necessary and serve as the primary staff contact
- Monitor compliance with all policies and procedures and report violations
- Support other Major Events & Programs Office initiatives