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

**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 & Programs, the graduate assistant is responsible for advisement of educational, social, and recreational programs developed by the Student Union Board of Governors (SUBOG), the campus programming board. This person will also assist with special projects and other duties as assigned.

**Overview of duties and responsibilities/Student Activities – Major Events & Programs Office:**
- Support the Student Union Board of Governors (SUBOG) through program advisement, training, and student leadership development.
- Advise and assist assigned SUBOG programming committees (usually 3-4) in developing, planning, budgeting, scheduling and marketing their programs.
- Assist in developing Student Union Board of Governors committee structure and promoting student involvement.
- 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 teach workshops and trainings 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.
- Research programming and leadership efforts at peer and aspirant institutions
- 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 SUBOG and Major Events & Programs Office assessment and strategic planning efforts.
- Support other Major Events & Programs Office initiatives.
- Attend out-of-state events when necessary and serve as the primary staff contact
- May be assigned special projects as needed.

HR:TA