### Graduate Assistant for Activities

- Co-advice the Union Programming Council, management of their budget, & planning of activities
- Serve as primary contact for all entertainer (NACA) agencies & maintain a database of program resources
- Supervise the Graphic Designer and design workflow
- Plan the Club and Involvement Fair each semester
- Conduct student event consultation with student clubs
- Manage the Engage community page, roster, and communication
- Oversee the Non-SA Club Recognition & Registration Process
- Conduct Getting Involved 101 Workshops
- Coordinate with Student Association to coordinate workshops as needed.
- Serve on Weekend Duty Rotation for Student Union
- Maintain other duties as assigned

### Other Regular Job Duties and Expectations:
- While working office hours, the Graduate Assistant is expected to:
  - Field questions from patrons (students, faculty, staff, prospective students, and their parents) over the phone, via email, and in person regarding event information, facilities use, and campus information
  - Monitor events/meetings taking place in the Student Union and respond to requests from customers
- Assist with selection, supervision, and training of SAUS student employees in several areas
- Attend weekly/bi-weekly individual meetings with immediate supervisor to discuss job-related concerns and performance.
- Participate in an annual performance evaluation with the immediate supervisor
- Attend weekly professional staff meetings on-time, prepared, and ready to contribute
- Hold and maintain appropriate Student Union keys and account for their location at all times

### Graduate Assistantship Remuneration and Obligations:
- The Graduate Assistant shall work 20 hours per week throughout the academic term (this may be a combination of scheduled office hours and programming hours outside regular business hours – a minimum of 16 hours must be scheduled as weekly office hours)
- Tuition waiver for 6 credits for the Spring semester
- Receive a total semesterly stipend of $2,542.50, paid biweekly
- The Graduate Student Employees Union (GSEU) allows for personal or Family sick accrued time in your second semester.

### Additional Commitment and Benefits Provided by Student Activities and Union Services:
This position is uniquely designed by the Office of Student Activities and Union Services. The Office of Student Activities and Union Services has an additional period of service:
- The term of the contract period shall begin Monday, January 7th and conclude Friday, May 25, 2019
- The Graduate Assistant shall keep 25 hours per week when academic year classes are not in session (In January two weeks before classes begin and in May one week after classes have concluded)
- The Graduate Assistant shall have the following periods off:
  - March 19 - 23, 2019 (Spring Break)
- The Graduate Assistant shall serve on weekend duty coverage for the department 4-5 weekends per semester

As a result of these additional commitments, the following unique benefits are offered the person in this position:
- Additional yearly stipend of $1,323.00 paid hourly at a rate of $14.00 for the extra-service periods
- A $500 credit per semester meal allowance (inclining dining dollars or hawk dollars as determined by GA)