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
- Manage the Office Social Media Platforms
- 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 yearly stipend of $5,085.00, paid biweekly
- The Graduate Student Employees Union (GSEU) allows for personal or Family sick accrued time in your second semester. Accrued days are eligible while classes are in session (January 22, 2019 – May 17, 2020) and only for legitimate sick time.

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 Wednesday, August 5th and conclude Wednesday May 20, 2020
- The Graduate Assistant shall keep 25 hours per week when academic year classes are not in session
  - 13 hours the ½ week of August 7-10
  - 25 hours the weeks of August 12th, August 19th, January 7th, and January 13th
  - 12 hours in the ½ week in May 18-20
- The Graduate Assistant shall have the following periods off:
- 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 $2,646 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)