Graduate Assistant for Activities

- Support the advisor of the Union Programming Council including budgeting, logistics, scheduling, and event supervision
- Supervise the Graphic Designer and design workflow
- Oversee the marketing and promotion of department and UPC programs through all social media accounts
- Plan the Club and Involvement Fair, including club involvement at Accepted Student Days
- Conduct student event review consultation and approvals for student clubs
- Assist with planning the following departmental/divisional events: Orange Day, Beyond the Echo Chamber, Leadership Speaker, Senior Toast
- Assist with the management of the ENGAGE student platform
- Conduct Getting Involved 101 Workshops
- Serve on Weekend Duty Rotation for department weekend event and Student Union supervision
- 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 semester long stipend of $2,500.00, 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 Monday, January 6th and conclude Wednesday May 20, 2020
- The Graduate Assistant shall keep 25 hours per week when academic year classes are not in session, as follows
  - 25 hours each the weeks of January 6th, and January 13th
  - 20 Hours during Spring Break the week of March 16th
  - 12 hours in the ½ week in May 18-20
- 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 $1,596 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)

Graduate Assistant (Print Name)    Signature    Date

Student Activities and Union Services Supervisor (Print)    Signature    Date