

# Graduate Assistant for Programs

## Department of Student Activities

### Job Description

#### **Job Summary:**

Under the general supervision of the Associate Director for Programs and direct supervision of the Coordinator(s) for Major Events & Programs, this two-year assistantship will provide the Graduate Assistant (GA) for Programs an array of experiences, including (but not limited to) program planning, supervising student employees, co-advising the UConn student programming board, planning and implementing campus-wide programs, and working with the UConn Weekend of Welcome program. There are also opportunities for additional departmental opportunities for this staff member to actively engage in, depending on specific personal interests and professional goals. The Graduate Assistant (GA) for Programs may have summer hours available starting July 1 – Must be able to start work no later than August 1.

#### **Year One**

##### **Weekend of Welcome (WOW), Late Night & Mega Weekends**

- Assist with training and program implementation of/for Weekend of Welcome (WOW) student staff
- Assist with the hiring process for Weekend of Welcome (WOW) student staff (Leaders - Spring Semester)
- Co-develop and facilitate a Weekend of Welcome (WOW) presentation for student staff training (to be done collaboratively with Year Two GA)
- Hire, train and supervise Late Night student staff members
- Manage daily operations of the UConn Late Night team, including (but not limited to): Budget management, promotion/marketing, assessment, staff supervision, and contract negotiation for entertainment and services;
- Attend weekly/biweekly meetings, including (but not limited to): Late Night all-staff meetings, Late Night programming meetings, etc.
- Assist with the coordination of programming for weekly, monthly, and major university events such as (but not limited to): Husky WOW, Family Weekend, Homecoming, Winter Weekend, Mega-Weekends, UConnic, and Spring Weekend
- Assist with SUBOG Executive Board transition (Spring Semester)
- Compile activity calendar for Halloween Week(end)
- Attend National Association for Campus Activities (NACA) conference with Late Night and SUBOG (as professional development funds are available)
- Develop, coordinate and implement Spring Weekend Kick-Off event
- Attend SUBOG Retreat during the end of the Spring Semester (to begin transition to Year 2)
- Other duties as assigned

#### **Year Two**

##### **Weekend of Welcome (WOW) & Student Union Board of Governors (SUBOG)**

- Co-develop and facilitate a Weekend of Welcome (WOW) presentation for student staff training (to be done collaboratively with Year One GA)
- Assist with the hiring process for Weekend of Welcome (WOW) student staff (Captains - Fall Semester)
- Develop, coordinate and implement an event during Spring Weekend (Kick-Off Event)
- Support SUBOG through program advisement, training, and student leadership development
- Advise and assist assigned Student Union Board of Governors programming committees (3-4 committees, to be decided in collaboration with designated SUBOG Program Coordinator) in developing, planning, budgeting, scheduling and marketing campus-wide 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/campus partners, compliance with University policies, student safety, assist in conflict resolution, etc.
- Work with students to brainstorm, schedule, coordinate and execute programs within assigned areas of responsibility
- Oversee program arrangements regarding space, requirements for various performers, etc.
- Work with Program Coordinator to create workshops/trainings in leadership, programming, and other areas of interest
- Attend one professional conference (as professional development funds are available) outside of NACA to enhance/explore potential job opportunities

- Other duties as assigned

**Characteristic Duties and Responsibilities**

- Provide on-site event supervision for as events (as needed);
- Establish and facilitate workshops and trainings for student workers and student leaders
- Work with Program Coordinator(s) to coordinate programs and create necessary contractual arrangements for performances (within the regulations provided by the department, the University and the State), including (but not limited to): Vendor Contracts, Personal Service Agreements (PSA), etc.
- Responsible for thorough knowledge of State, University, and departmental policies and regulations regarding public events, purchasing, building operation, safety, and contract negotiation
- Create and maintain working relationships with University partners, including (but not limited to): UConn campus community, professional novelty/program-related vendors, etc.
- Develop communication with campus community to facilitate coordination of programs
- Monitor compliance of all policies, procedures and reports violations
- Support Major Events and Programs Office initiatives as necessary
- May be assigned special projects as needed