

Graduate Assistant for Campus Activities

Appalachian State University

Boone, NC



Position Overview

The Graduate Assistant for Campus Activities is part of the Department of Student Engagement & Leadership under the Division of Student Development. The person to fill this role will be a collaborative member of the Campus Activities team assisting with the development and coordination of intentional programs and events aimed at enhancing student engagement initiatives. The Campus Activities Graduate Assistant, as an educator, works to provide direction for student learning, academic success, and engagement while assisting with the coordination of the advisory, supervisory, programmatic, operational, and administrative facets of Campus Activities.

Campus Activities Vision & Mission

The Office of Campus Activities facilitates transformational student experiences by creating a vibrant student life community where all students feel valued, connected, and successful. With our vision in mind, we are committed to the holistic development and success of all students, the cultivation of inclusive spaces and communities, and the fostering of meaningful relationships and lifelong learning. For more information visit campusactivities.appstate.edu.

Job Responsibilities

1. Advising

- Provide advisement to two Councils under the university programming board - [Appalachian Popular Programming Society \(APPS\)](#)
- Meet weekly with council chairperson to plan meeting agenda and develop leadership and interpersonal competencies.

2. Leadership Development

- Develop and foster a culture of leadership development among all APPS members. This includes, but is not limited to: retreats, trainings, on-site event support and implementation, recruitment and selection, officer and member development, and advisor relations.
- Potential to co-teach leadership courses that are part of the Leadership Studies Minor

3. Programming

- Plan and implement large-scale programming for the campus including: budgeting, contracting, promotions and marketing, event management, and assessment. Programs may include, but are not limited to, AppalFest, Spring Fling, monthly events, Homecoming, Welcome Week events, workshops, and leadership conferences.
- Review entertainment contracts and event riders to ensure program success

4. Operations

- Be familiar with and knowledgeable of Student Union and Legends procedures and operating policies and professionally communicate them to various tenants and guests as it relates to reservations, room set-up, custodial services, ticketing, solicitation, and emergency preparedness.

5. Campus Relations

- Represent Campus Activities on departmental and Division committees as assigned. Participate in staff development to enhance personal and professional development.

6. Assessment & Research

- Support and administer program or department assessments to provide information on student learning outcomes. Research information and resources for risk management; student organization services and training; recognition programs; and compliance with Council for the Advancement of Standards in Higher Education (CAS).

7. Administrative Responsibilities

- Assist with record keeping and historical archiving; registration processes and roster management; semester grade report generation; website development and management; and other generalist functions within Campus Activities.

Requirements

A bachelor's degree is required. At time of employment, candidates must be accepted into a graduate degree program at Appalachian State University.

The ideal candidate:

- Has previous student activities or student leadership experience and knowledge.
- Is a critical thinker who is able to identify, prioritize and manage projects and tasks.
- Has strong interpersonal communication skills and the ability to interact with a diverse population.
- Has a sense of humor.
- Has strong facilitation and presentation skills; is able to articulate a clear vision to both small and large audiences.
- Has the ability to work in a fast paced environment and is comfortable interacting with a diverse range of audiences including students, faculty, staff, and alumni.
- Possesses strong writing and interpersonal skills.
- Is creative and constantly seeking new ideas and ways to enhance position.

Hours

20 hours per week. Graduate Assistants are expected to work all University workdays unless prior arrangements have been made with their supervisor and all job responsibilities are completed. Night and weekend hours are required at various times throughout the year.

Compensation Total Package = \$13,804

- **Stipend:** \$9,000 per year (divided equally among the fall and spring semesters)
- **In-state tuition scholarship:** ~\$4,300 per year divided equally among the fall and spring semesters (final amount will be equal to approved in-state tuition)
- **Parking Pass:** \$204.00
- **Professional Development Funds:** \$300.00

In addition, attendance at the National Association for Campus Activities (NACA) Conference will be paid for in this assistantship.

Anticipated start date for this position is August 1, 2017.

Resources

For more information please contact the GA supervisor, Dustin Evatt, Associate Director for Campus Activities at (828) 262-6252 or evattwd@appstate.edu. Applicants are encouraged to visit the following websites for more information: apps.appstate.edu, engageandlead.appstate.edu, and the [APPS Facebook Page](#).