

Graduate Assistant for AppSync & Club Hub

Appalachian State University

Boone, NC



Position Overview

This individual will assist with the implementation and management of AppSync, an organization management software for students, faculty and staff at Appalachian State University. This individual will be the leader for the further adoption of the AppSync platform throughout the university community by encouraging campus wide involvement and facilitating AppSync training sessions throughout the academic year. This individual will be actively engaged in promoting AppSync on campus to help student organizations and university departments to achieve a higher level of success utilizing the many support tools offered. Additionally, this student will directly supervise and advise Club Hub Involvement Assistants, approximately 5-10 undergraduate students employed to operate Appalachian State University's club/organization resource center.

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. Club Hub Supervision & Advising

- Provide direct supervision and support to Club Hub's Involvement Assistants
- Assist with schedule development and tracking employee hours
- Work directly with Involvement Assistants to order new supplies
- Maintain and update the physical space as needed
- Encourage and support involvement assistants in developing new programs to invite students into the space and utilize provided resources

2. AppSync Training

- Develop and maintain a "Train the Trainer" model to expand the knowledge, skills and abilities of AppSync users
- Plan and organize university-wide AppSync workshops and trainings
- Coordinate umbrella-specific training with umbrella administrators
- Assist in creating and updating of video and online training elements
- Serve as an AppSync resource to student clubs and organizations on campus

3. AppSync Marketing

- Assist the AppSync Advisory Committee in their creation and implementation of a AppSync marketing plan
- Promote the usage of AppSync on campus, including but not limited to, making marketing plan and budget recommendations to the AppSync Advisory Committee

- Updating or maintaining content for the Appalachian State University Community on AppSync
4. **System Administration**
 - Manage communication from AppSync users by distributing to the appropriate administrator
 - Oversee the Promotion feature of AppSync for the Appalachian State University community
 - Serve as a Community Administrator for the Appalachian State University community in AppSync
 - Serve as the Umbrella Administrator for the Student Development Umbrella in AppSync
 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**
 - Utilize AppSync to develop assessments and reports for student involvement initiatives on campus
 - Based on assessment results, provide recommendations to the AppSync Advisory Committee on future areas of growth
 7. **Other Duties**
 - Help plan and attend all meetings of the AppSync Advisory Committee

Professional Development Provided

- OrgSync provides regular webinars and trainings that include information on new software features, leadership development, student development and leadership theory, marketing plan development, etc.

The University will provide funds for this position to attend the OrgSync Connect conference in Dallas, Texas to connect with other campuses that use the OrgSync platform

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.
- Must be of good character and possess the willingness to be available to students
- Must promote AppSync and the University in a positive manner
- Demonstrate a high level of responsibility, self-motivation, the ability to work independently, an appreciation for confidentiality and security of sensitive information
- Strong commitment to diversity and customer service
- Understanding and ability to work with the Microsoft Office suite of programs
- Excellent (verbal and written) communication skills to be able to engage and accurately facilitate training in front of large or small audiences including students, faculty, and staff
- Ability to maintain a positive attitude when learning new skills and working with challenging audiences

- An ability to work independently and as part of a team

Preferred Qualifications

- Prior experience with OrgSync or other organization management systems
- Knowledge of digital media platforms
- Previous involvement in and understanding of clubs and organizations
- Previous supervision experience
- Experience utilizing social media to promote events or programs

Hours

20 hours per week. Graduate Assistants are expected to work all University work days 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

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

Resources

For more information please contact the GA supervisor, Beth Holcomb, Assistant Director for Organizational Leadership & Advising at (828) 262-6252 or holcombba1@appstate.edu. Applicants are encouraged to visit the following websites for more information: appsync.appstate.edu, engageandlead.appstate.edu, and campusactivities.appstate.edu/club-hub