

Graduate Assistant of Campus Activities for Clubs & Engage

Appalachian State University
Boone, NC



Position Overview

The Graduate Assistant of Campus Activities for Clubs & Engage is part of the Campus Activities team within the Division of Student Affairs. This position will report to the Assistant Director of Campus Activities, Clubs & Organizations, and work closely with the Director of Student Affairs Assessment. The GA will serve a critical role within Campus Activities and the Division of Student Affairs to support students, staff, and faculty to optimize their utilization of the Campus Labs' Engage platform for organization management, communication, marketing, and accurate data collection.

Campus Activities Vision & Mission

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. Engage and Assessment

- Actively contribute to the overall management of Engage for student clubs and organizations with the Assistant Director of Campus Activities, Clubs and Organizations.
- Provide training, consultation, and support to students, staff, and faculty.
- Maintain, update, and enhance the App State Engage Support website, including the supervision of an undergraduate student employee to build and maintain the site.
- Leverage Engage for campus-wide elections such as SGA and Homecoming Court elections
- Manage Club & Organization re-registration process each spring semester
- Hold weekly office hours to provide regular availability to answer student, staff, and faculty questions about utilizing Engage.
- Co-develop and implement a marketing plan for students to utilize Engage, including print marketing and social media.
- Implement a student organization newsletter, called Club Leaders & Advisors Newsletter, for all registered clubs and organizations' student leaders and advisors.
- Implement a campus-wide newsletter for resources, events, and news within Engage, called Engage Weekly, that is sent to all Appalachian students.
- Check and respond to the engage@appstate.edu email on a daily basis.
- Collaborate with the Director of Student Affairs Assessment to assure data regarding student organizations and involvement is accurate.

2. Campus Activities Student Staff Supervision

- Assist with the recruitment, training, professional development, and direct supervision of up to 10 Involvement Assistants (student administrative assistants)
- Assist with schedule development and tracking employee hours
- 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
- Develop and foster a culture of leadership development among all student staff, including but not limited to retreats, training, and on-site event support

3. Programming and Promotion

- Assist with the planning and coordination of large-scale programming for the campus, including Fall and Spring Club Expos (campus-wide involvement fairs), Welcome Week events, Homecoming, CORE Conference and leadership development workshops, and Student Organizational Leadership Awards

- Coordinate efforts to promote Campus Activities events and programs (including Club Council, APPS, and FSL governing bodies) across all platforms, including Engage, Social Media platforms, print, etc

4. Campus Relations and Other Duties

- Represent Campus Activities on departmental and Division committees as assigned. Participate in staff development to enhance personal and professional development
- Attend Campus Activities Staff meetings, represent Campus Activities and Division as needed, and work closely with GA for Clubs and Organizations in overseeing Club Hub and Involvement Assistances
- Actively participate in or lead committees or working groups as directed.
- Maintain confidentiality and security of sensitive data/information.
- Manage work-related communications, calendars, and documents within Google Suite.
- Opportunity to co-teach leadership courses within the Leadership Studies Minor

Requirements

- A bachelor’s degree is required
- At the time of employment, candidates must be accepted into a graduate degree program at Appalachian State University
- Positive attitude when learning new skills, working through challenges, and promoting the University and its usage of Engage.
- Commitment to student success with attention to issues of diversity and inclusion.
- Commitment to working in a team setting across multiple departments to accomplish common goals.
- Ability to consider the “big picture” of Engage for the institution and division, while working with intricate details.
- Strong writing, interpersonal, and computer skills with the ability to communicate with varied audiences and constituents.
- Strong time-management skills, including experience successfully managing multiple projects simultaneously.
- 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

Preferred Qualifications

- Prior experience with Campus Labs or other organization management systems
- 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 5, 2024

Resources

For more information please contact Jesse Vinson, Assistant Director of Campus Activities at (828) 262-6252 or vinsonjp@appstate.edu. Applicants are encouraged to visit the following websites for more information: campusactivities.appstate.edu, engagesupport.appstate.edu, engage.appstate.edu