

# Graduate Assistant of Campus Activities for Clubs & Organizations

Appalachian State University  
Boone, NC



## Position Overview

The Graduate Assistant of Campus Activities - Clubs & Organizations falls under the Division of Student Affairs. This individual 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 through participation in clubs and organizations. 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

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](https://campusactivities.appstate.edu).

## Job Responsibilities

### 1. Advising

- Co-advise Club Council with the Assistant Director of Campus Activities
- Directly advise the Executive Committee of Club Council
- Provide direction and support to all Club Council Committees
- Assist with the direct oversight and management of Club Council's budget, including \$60,000+ to be granted to Clubs and Organizations through Club Council's Finance Committee

### 2. Club Hub Supervision

- Provide direct supervision and support to Club Hub's (resource center) 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

### 3. Programming

- Facilitates collaboration between Campus Activities and Club Council to assist with the planning and implementation of campus-wide events
- 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

### 4. Leadership Development

- Develop and foster a culture of leadership development among all Club Council members, including but not limited to retreats, training, on-site event support, and advisor relations
- Assist in the recruitment, training, and professional development of up to 30 Club Council members, including 5 executive officers
- Opportunity to co-teach leadership courses within the Leadership Studies Minor

### 5. Marketing

- Assist students in developing and maintaining a strong marketing and social media presence for clubs and organizations
- Promote the usage of Engage (Campus Labs) on campus
- Assisting students and the Campus Activities office with marketing initiatives

### 6. Campus Relations

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

**7. Assessment**

- Assist with the utilization of Engage to develop assessments for events hosted by Campus Activities and Club Council
- Based on assessment results, provide recommendations to the Campus Activities team on future areas of growth

**8. Other Duties**

- Attend Campus Activities Staff Meetings
- Assist the Engage/Club Hub Graduate Assistant with oversight of the physical space of Club Hub resource room
- Partner with the Student Affairs Assessment Graduate Assistant by developing new programs to invite students into Club Hub and utilize provided resources

**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

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

**Preferred Qualifications**

- Prior experience with Campus Labs, OrgSync, or other organization management systems
- 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.

<b>Compensation Total Package = \$13,804</b>
<ul style="list-style-type: none"> <li>● <b>Stipend:</b> \$9,000 per year (divided equally among the fall and spring semesters)</li> <li>● <b>In-state tuition scholarship:</b> ~\$4,300 per year divided equally among the fall and spring semesters (final amount will be equal to approved in-state tuition)</li> <li>● <b>Parking Pass:</b> \$204.00</li> <li>● <b>Professional Development Funds:</b> \$300.00</li> </ul>

**Anticipated start date for this position is August 5, 2024**

**Resources**

For more information please contact Jesse Vinson, Assistant Director of Campus Activities, Clubs & Organizations at (828) 262-6252 or [vinsonjp@appstate.edu](mailto:vinsonjp@appstate.edu). Applicants are encouraged to visit the following websites for more information: [campusactivities.appstate.edu](http://campusactivities.appstate.edu), [engage.appstate.edu](http://engage.appstate.edu), and [clubcouncil@appstate.edu](mailto:clubcouncil@appstate.edu)