

# Graduate Assistant for Campus Activities, Student Programming

Appalachian State University  
Boone, NC



## Position Overview

The Campus Activities Graduate Assistant is a collaborative member of the Campus Activities team assisting with the development and execution of campus-wide programs and events aimed at engaging students and building a sense of belonging. This Graduate Assistant works to engage student leaders in the event-planning process, build leadership capacity and efficacy, and maintain a history of strong campus engagement and student enjoyment. This position will build professional skills in logistics, event management, advising, and leadership education.

## Campus Activities Vision & Mission

The department of Campus Activities facilitates transformational student experiences by creating a vibrant student life community where all students feel valued, connected, and successful. 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. Appalachian Popular Programming Society (75%)

- Provide advisement to a programming council as part of the university programming board - [Appalachian Popular Programming Society \(APPS\)](#)
- Meet weekly with a council chairperson to facilitate conversations about all stages of the event planning process, contracting, partnerships with internal and external stakeholders, weekly meeting facilitation, and strategic planning
- Develop and foster a culture of growth and development among all APPS members through retreats, training, one-on-one meetings, event attendance, and council meeting attendance.
- Plan and implement large-scale programming for the Appalachian State University campus. i. Specific duties may include budgeting, contracting, promotions and marketing, event management, and assessment.  
ii. Programs may include but are not limited to, the Old Time Fiddlers' Convention, Welcome to App programming, live music shows, Homecoming events, etc.
- Work with internal and external vendors to complete the contracting process in a timely manner
- Be responsible for budget management for one APPS council and advise students through using student fee money appropriately and transparently

### 2. Campus Partnerships (10%)

- Be familiar with and knowledgeable of Student Union procedures and operating policies and make appropriate plans to keep all APPS events in compliance.
- Represent Campus Activities on departmental and Division committees as assigned.
- Participate in staff and graduate assistant development to enhance personal and professional skills.

### 3. Assessment & Research (10%)

- Support and administer program or department assessments to provide information on student learning outcomes.
- Research information and resources for risk management, best practices for programming, student well-being, and other directives as assigned

### 4. Administrative & Other Responsibilities (5%)

- Assist with record keeping and historical archiving, registration processes and roster management, website development and management, and other general functions within Campus Activities as assigned.
- Attend all regularly occurring Campus Activities staff meetings.

## 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 (Active membership in Fraternity or Sorority membership, campus clubs and/or organizations membership, campus programming board membership, or equivalent organizational experience).
- Is a critical thinker who can identify, prioritize, and manage projects and tasks.
- Demonstrates a high level of responsibility, self-motivation, the ability to work independently, and discretion in the handling of potentially sensitive information
- Possesses strong interpersonal communication skills (written and verbal) and the ability to interact with diverse populations.
- Demonstrates a commitment to student sense of well-being and belonging.
- Has strong facilitation and presentation skills.
- Is able to articulate a clear vision to both small and large audiences.
- Has the ability to adapt to changing situations.
- Is creative and constantly seeking new ideas and ways to enhance the student experience.

### Preferred Qualifications

- Previous experience planning events

### 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 as part of a flexible schedule.

### **Compensation Total Package = \$13,804**

- **Stipend:** \$9,000 per year (The maximum total earnable amount for a Student Affairs GA is \$9,000 at a \$12 per hour rate. GAs are paid for actual hours worked)
- **In-state tuition scholarship:** \$5,081 per year divided equally among the fall and spring semesters (final amount will be equal to approved in-state tuition)
- **Parking Pass:** \$360.00
- **Professional Development Funds:** \$300.00. Attendance at the National Association for Campus Activities (NACA) Conference will be paid for with this assistantship (assuming that professional development and/or travel is approved by the university based on COVID guidelines).

**Anticipated start date for this position is August 8, 2024.**

### Resources

For more information please contact Jake Tidwell, Assistant Director for Campus Activities (828) 262-6252 or [tidwelljm1@appstate.edu](mailto:tidwelljm1@appstate.edu) or Beth Holcomb, Director of Campus Activities at [holcombba1@appstate.edu](mailto:holcombba1@appstate.edu). Applicants are encouraged to visit the following websites for more information: [apps.appstate.edu](http://apps.appstate.edu), [campusactivities.appstate.edu](http://campusactivities.appstate.edu), Instagram: [asu\\_apps](https://www.instagram.com/asu_apps)