



Student Activities & Leadership  
Division of Student Affairs

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## Graduate Assistant: Programming

### **About the Office of Student Activities & Leadership**

The Office of Student Activities & Leadership (SA&L) engages with the undergraduate and graduate student populations to develop opportunities for leadership growth through student organizations and campus traditions. SA&L works closely with other Student Affairs departments (including Residence Life; Greek Life; Multicultural Affairs, International Student Services, Athletics, etc.) on several projects throughout the year. Graduate interns will have the opportunity to strengthen presentation, organization, writing and communication skills while enhancing project management skills. We strive to assist in interns discovering and incubating areas of interest.

### **Position Overview**

The Graduate Assistant in this position will report to and work with the Assistant Director of Programs, primarily on co-advising the University Program Board and the Springfest Committee. This person, along with the Assistant Director, will also project manage several events including *Homecoming*, the *Spartan Mascot Program*, the Spirit Committee, the Spring Activities Fair, and several SA&L campus-wide programming initiatives.

### **Contract Dates**

August 8, 2022 - May 5, 2023 (with the opportunity to add an additional year based on performance).

### **Qualifications**

- All applicants must be enrolled as a part-time/full-time degree-seeking graduate student.
- All applicants must have obtained a bachelor's degree prior to the Fall 2022 academic semester to qualify for this position.
- Applicants must be available to work the complete term of the contract dates. If the academic graduate program conflicts with contract dates, please notify the selection committee in writing.



## Responsibilities

### University Program Board

*The University Program Board (UPB) is the primary programming organization for undergraduate students at CWRU. UPB is comprised of several programming committees and works with a \$500,000 budget each year. For more information about the board visit [upb.case.edu](http://upb.case.edu) or visit their facebook page: Case UPB.*

- To serve as an advisor and mentor to assigned committees and executive board members. This includes working with the co-advisor to meet regularly with executive board members.
- In conjunction with the co-advisor, attend all executive board, general body, and bootcamp meetings every week typically during evening hours.
- Work with co-advisor to delineate evening and weekend program coverage.

### Homecoming

*Homecoming is a university wide celebration that incorporates students, faculty, staff, parents and families and alumni. The Homecoming planning committee is charged with creating and executing all undergraduate focused events during the weeklong celebration.*

- Work with the Assistant Director to assemble, and lead, a team of students and staff to serve on the Homecoming planning committee.
- Be available the week of Homecoming to event manage all initiatives being planned by the Homecoming committee.
- Spearhead the Homecoming Court selection process (which includes marketing, soliciting staff to serve as application scorers and interviewers, coordinating interview schedules, and serving as a point person for all court members).

### Springfest

*Springfest is a premier event on campus with its own committee tasked with the planning and implementation of a day long festival including but not limited to a concert, large attractions, food, student organization booths, and more.*

- Assist in the recruitment and selection of the Springfest Co-Directors.
- Support the Co-Directors in the recruitment and oversight of the committee throughout the planning process.
- Collaborate with campus partners (facilities, security, dining services, etc) to ensure a successful event.
- Advise the committee in the use of a \$120,000+ budget.

### Spirit Committee

- Assist in the campus-wide spirit and pride initiatives from the SA&L office.
- Sit on one of the subcommittees.
- Attend monthly/bi-weekly committee meetings.



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## Graduate Assistant Collective Projects

### Spring Activities Fair

- Report to the Assistant Director for Campus Programs
- Work collaboratively with the other SA&L graduate assistants to manage the outreach and coordination of the Spring Activities Fair.
- Be available for day of needs and logistics.

Other duties as assigned.

### Preferred Skills

- Working knowledge of graphic design programs including but not limited to Adobe and Microsoft Suites.
- Candidates should demonstrate the ability to think creatively.
- This candidate should have flexibility on evenings and weekends, which is the time many programs and meetings take place.

### Compensation and Benefits

- \$14.50/hour (approximately \$12,180/10 month contract)
- On campus parking pass
- Not to exceed 20 hours per week which may include weekends and/or evening hours
- Library access through OHIOlink; access to Veale Athletic Center and the Wyatt
- Professional development opportunities (practicums, department events, workshops, etc.)

**Name of Supervisor:** Marc Hartmann

**Supervisor's Title:** Associate Director, Campus Programming

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