



Student Activities & Leadership  
Division of Student Affairs

11038 Bellflower Road  
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[students.case.edu/activities](http://students.case.edu/activities)

## 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 for Programming will report to and work with the Associate Director of Student Activities & Leadership, primarily on co-advising the University Program Board and the Senior Week Committee. This person, along with the Associate Director, will also project manage several events including Homecoming (fall semester), the Spring Activities Fair (January), and several SA&L campus-wide programming initiatives.

### **Contract Dates**

August 2024 - May 2025 (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 2024 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.



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## **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 \$300,000+ 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.

### Senior Week

*Senior Week is a premier event on campus with its own committee tasked with the planning and implementation of a 6-7 day long week of activities both on and off campus.*

- Assist in the recruitment and selection of the Senior Week Committee.
- Support the Co-Directors in the recruitment and oversight of the committee throughout the planning process.
- Collaborate with on-campus partners (facilities, security, dining services, etc) and off campus vendors to ensure a successful event.
- Advise the committee in the use of a \$100,000+ budget.

## **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.

### Campus Traditions

- Assist with campus tradition events, such as Homecoming, Hudson Relays, and Senior Week

Other duties as assigned.



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### **Preferred Skills**

- Knowledge of leading group projects, as well as advising students.
- Knowledge of Microsoft Suites and social media management.
- Candidates should demonstrate the ability to think creatively and have a passion for student development.
- This candidate should have flexibility on evenings and weekends, which is the time many programs and meetings take place.

### **Compensation and Benefits**

- \$15/hour (approximately \$11,400/9 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:** Rachel Stegemamm

**Supervisor's Title:** Associate Director

**Email:** [res200@case.edu](mailto:res200@case.edu)

**Phone:** 216-368-6275