**General Description:**
The Graduate Assistantship for Campus Programming and Events is a part time 12-month appointment in the Student Involvement Office.  The Graduate Assistant supervised by the Assistant Director Campus Events and Programs and assists in providing advising to the Student Activities Board (SAB) and other campus programs.

**Specific Duties:**

* Develop and provide leadership for the development of programmatic initiative related to student activities programming, including but not limited to such areas as Student Activities Board.
* Serve as an adviser for assigned Student Activities Board committees and chairpersons to provide guidance on program planning and implementation, event promotion, risk management and compliance with University policies and procedures
* Assist with the training and development of SAB leaders.  Coordinate on-going training and development series for SAB.
* Coordinate special projects as assigned.
* Assist in the preparation and maintenance of appropriate periodic/special operations reports and surveys.
* Promote student involvement in campus programming
* Develop and implement assessment outcomes for Student Activities Board programming.  Collect and compile evaluation data from all SAB events Conduct a research project related to student activities programming and departmental goals.
* Participate in staff development programs for the Office and Division of Student Affairs to enhance personal and professional development.  Participate in departmental and divisional planning and evaluation processes.
* Serve as an active member of the Student Activities department, attend meetings, and contribute to departmental goals and objectives. Perform other duties as assigned by the Assistant Director and assume additional responsibilities within the scope of the position as required.  Provide support for special events and functions that occur.

**Preferred Qualifications:** Background in program planning, implementation and evaluation.

* Ability to work with a diverse student population
* Attention to detail and an enjoyment of evaluation and research
* Strong organization, communication, and leadership skills.
* Ability to serve as a role model for undergraduate students and alumni volunteers.
* Competence in technology; proficiency in Word, Excel, and PowerPoint.
* Highly motivated, enthusiastic, and outgoing
* Possess and have demonstrated past leadership experience
* Understanding of the value of out-of–class involvement.

**Required Conditions:**

 Must have flexible work hours; some evening and weekend work required.

* Full time admission to and enrollment in a graduate program at the University of Louisville. (Preferably College Student Personnel or Higher Education programs).
* Must maintain a 3.0 cumulative GPA throughout their term of appointment. Failure to do so can result in the loss of their position and future financial remuneration.

**Compensation & Benefits**

* Stipend of $1500 a month for 12 months.
* Full time graduate tuition remission for instate or out of state.
* Health care benefits/insurance.
* Professional development opportunities at workshops and conferences may be available.

**Appointment Date:**
    July 1 – June 30