



**ACADEMIC YEAR: 2023-2024**

**TITLE: GRADUATE ASSISTANT FOR CAMPUS EVENTS**

**REPORTS TO: ASSOCIATE DIRECTOR OF CAMPUS INVOLVEMENT**

**LOCATION: MAIN CAMPUS – EAST CAMPUS, OFFICE OF CAMPUS LIFE**

*Graduate Assistant will have access to dedicated work space along with a computer in the office.*

**START DATE:** August 2023, Specific Date TBD

### **GENERAL DESCRIPTION**

The Graduate Assistant position, under the supervision of the Associate Director of Campus Involvement at the Office of Campus Life is a 10 month (20 hours a week) position that provides support in program and development of student staff. They are responsible for assisting with the creation of a meaningful campus life experience for all APU students. The Graduate Assistant is primarily an educator with a developmental philosophy, committed to helping students bridge their academic and interpersonal worlds. Included as responsibilities are: supervision of student staff; undergraduate intern selection, training and development; facilitating on-campus programming for APU students; assisting in the coordination of campus life events and other programming initiatives.

### **GRADUATE ASSISTANT FOR CAMPUS EVENTS RESPONSIBILITIES**

1. Assist the Assoc. Director of Campus Involvement in supervising Campus Events Interns
2. Act as a resource and support for the Office of Campus Life to other on-campus departments
3. Supervise the Campus Events Crew (CEC) and coordinate their retreats, training, and development.
4. Co-Coordinates on-campus and off-campus events with the Assoc. Director of Campus Involvement
5. Assist the Office of Campus Life in planning and executing the undergraduate intern training (for both Fall and Spring).
6. Initiate collaborative programming with other offices to create well balanced activities
7. Integrate his/her Christian faith in their role – occasionally lead departmental devotionals, conceptualize student programming from a Christian worldview, support students in their faith development
8. Work with the Campus Life Professional Staff in the implementation and organization of all contracts, vendor correspondences, and budget.
9. Meet weekly with the Assoc. Director of Campus Involvement, and Campus Events staff. Monthly with all Campus Life staff
10. Attend all major Campus Life events (see Required Programming Dates below)
11. Other duties as assigned

### **ADDITIONAL TASKS**

1. To plan, implement, develop, promote, and evaluate a comprehensive campus wide programs focusing on traditions and legacy
2. Oversee the process of creating a comprehensive Campus Events plan for the year
3. Hire, train, and develop the Campus Events Crew, a volunteer group of first year or transfer students who assist in all Campus Events programming and events.
4. Manage the Campus Events Budget

### **WEEKLY BREAKDOWN OF RESPONSIBILITIES**

- |   |         |
|---|---------|
| ➤ Intern staff meeting  | 1 hr.   |
| ➤ Professional staff meeting                                    | 1 hr.   |
| ➤ Weekly meeting with the Assoc. Director of Campus Involvement | 1 hr.   |
| ➤ Attendance at Campus Events                                   | 7 hrs.  |
| ➤ Office Hours  | 10 hrs. |



**FALL SEMESTER EXPECTATIONS**

- Return to Campus August 2023, specific date TBD
- Graduate Assistant Training August 2023, specific date TBD
- Campus Life Retreat and Intern Training August 2023, specific date TBD
- Fall Off-Campus Dance TBD
- Student Leadership Training August 2023
- Monthly Programming TBD

**SPRING SEMESTER EXPECTATIONS**

- Campus Life Spring Training TBD
- Spring On-Campus Dance TBD
- Monthly Programming TBD