



ACADEMIC YEAR: 2023-2024

TITLE: GRADUATE ASSISTANT FOR CLUBS AND ORGANIZATIONS

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, is a 10 month (15-20 hours a week) position that provides overall support in program and development of all Clubs and Organizations. 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: providing oversight for Club & Org Presidents, undergraduate intern selection, coordinating club fairs, training and development; facilitating on-campus programming for APU students; assist in the coordination of campus life events and special events, and other programming initiatives.

GRADUATE ASSISTANT FOR CLUBS AND ORGANIZATIONS RESPONSIBILITIES

1. Assist the Office of Campus Life in supervising Campus Life Interns
2. Act as a resource and support for the Office of Campus Life by being able to share information about various activities to students, faculty, and staff.
3. Assist the Office of Campus Life in planning and executing the undergraduate intern training (for both Fall and Spring).
4. Proactively seek ways to get commuters involved in clubs and organizations.
5. Proactively seek feedback from underrepresented groups on campus
6. Meet weekly with the Assoc. Director of Campus Involvement and meet monthly with all Campus Life staff
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. Attend all major Campus Life events (see Required Programming Dates below)
9. Serve as a representative of APU in all situations.
10. Special duties as assigned

CLUBS AND ORGANIZATIONS

1. Serve as a resource and support person for club/orgs leaders, members and advisors.
2. Coordinate and facilitate all aspects of clubs and organizations procedures (registration, funding, training, and communication).
3. Coordinate a monthly training and meeting for the clubs/organization Presidents' Council.
4. Coordinate a monthly training and meeting for the club sport captains.
5. Manage Club/Organization budgets and oversee the discretionary fund process.
6. Enforce and hold clubs and organizations accountable to organizational requirements.
7. Coordinate Fall and Spring Club Fairs.
8. Plan, coordinate, and execute Club President's/Leadership Summit training in the fall.
9. Meet one on one with club presidents once a semester.
10. Coordinate Title IX sessions for club advisors to attend in the fall.
11. Coordinate the end of the year Clubs/Organizations Awards Banquet.
12. Develop and implement a President Council assessment (Fall) and a Clubs and Organizations assessment (Spring).



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