Job Title: Graduate Assistant - Campus Life Student Employment Program

Number of Openings: 1

Work Schedule: 20 hours per week. Some evening and weekend hours required for specific events.

Wage: $11,500 per academic year (20 hours per week)

Start Date & Requirements:
- Start date: August 1, 2020
- Must attend all required Campus Life trainings, including Student Manager training (August 14), all-staff training (August 10), and Graduate Assistant training (Date TBD)
- Must attend all Campus Life Graduate Assistant professional development workshops and meet requirements for Graduate Assistant professional development program

Reports to: Gillian Perry, Assistant Director for Campus Life Arts & Programs

Job Description: This position is designed for a creative, organized, self-starting individual who seeks opportunities to develop leadership and employment skills in students. The Graduate Assistant for the Student Employee Program assists the Assistant Director of Campus Life Arts & Programs in managing the Student Employment Program, helping to train, motivate and develop approximately 120 student staff members. The graduate student assists with the planning and facilitation of all aspects of the Campus Life Student Employee Program. The graduate assistant provides a direct line of communication between the student employees and the Campus Life professional staff, working to ensure that the morale and satisfaction of our student employees remains high.

Learning Goals:
- Develop and improve skills in event planning, project management, customer service, meeting facilitation, and organization
- Build foundational skills in training design and implementation and instructional design, including best practices for online training and development
- Articulate leadership style and leverage strengths to improve personal career goals and improvement of the Campus Life student employee experience
- Develop skills with program evaluation and assessment and utilize data to make informed decisions about future programming, training, and other opportunities

Specific Responsibilities:
- Assist with the organization, planning and facilitation of staff development events such as fall training, spring training, Manager training and various in-service trainings, including coordinating registration for non-Campus Life student professional development opportunities (i.e. ELEVATE, etiquette dinners)
- Perform all administrative tasks for staff trainings by reserving meeting rooms, ordering catering, booking guest facilitators, inviting attendees, preparing agendas, providing training materials for attendees and determining attendance
- Create and update content for online training materials for New Employee Orientation (NEO) and manager and supervisor resources in Canvas and OneDrive
- Facilitate Manager meetings/professional development and supervisors cohort meetings by scheduling meeting times, reserving rooms, preparing meeting agendas, and leading discussions as appropriate, as well as taking and distributing minutes
- Manage the evaluation processes of training events, staff satisfaction, and employee performance
• Assist with the organization and planning of staff motivational events such as Student Employee Appreciation Week (November) and the Campus Life Banquet (April) by reserving rooms, booking guest speakers, ordering catering, inviting attendees, selecting vendors, writing scripts and decorating the venues
• Coordinate the student employee awards process by recruiting judges, distributing nomination forms, collecting completed nominations, preparing certificates, selecting gifts and ordering engraved awards
• Collect photos of student employees at work for historical documentation and use at end of year banquet
• Maintain the Campus Life Student Employee Alumni LinkedIn page with resources and opportunities for alumni to connect and stay involved
• Manage the yearly budget for the Campus Life student employee program
• Attend Arts & Programs staff meetings and assist with events coordinated by unit
• Other duties as assigned

Minimum Qualifications:
• Must be a registered graduate degree-seeking student with a minimum 2.5 GPA and in good standing with the university

Knowledge, Skills & Abilities, and Experience Requirements:
• Detail Oriented
• Positive attitude and strong work ethic
• Creative problem solving skills
• Desire to train, mentor, and motivate student employees
• Ability to communicate clearly and professionally with others
• Computer proficiency in Microsoft Word, Excel and PowerPoint with the desire to learn

Application Instructions: Position will be posted until filled. Your application packet must be received in entirety for you to be considered for this position. For this application packet, submit your resume and cover letter by email to Gillian Perry (perryg@uncw.edu)

Campus Life Arts & Programs: Housed within the department of Campus Life, Arts & Programs coordinates the Leadership Lecture Series, Art for the Masses, Boseman Gallery, Sharky’s Box Office & Game Room, the Association for Campus Entertainment and Lumina Theater. We are a campus hub for performances, lectures, art exhibitions, films, concerts, comedy, game tournaments and other special events.

Commitment: Student employees in the University are respected and appreciated by the staff. Opinions and input are encouraged, important, and necessary for the smooth work flow and public image of the Campus Life and the University as a whole.

Equal Education and Employment Opportunity: The University of North Carolina Wilmington is committed to and will provide equality of educational and employment for all persons regardless of race, sex (such as gender, marital status, and pregnancy), age, color, national origin (including ethnicity), creed, religion, disability, sexual orientation, political affiliation, veteran status, or relationship to other university constituents – except where sex, age, or ability represent bona fide educational or occupational qualifications.

For additional information about student employment with Campus Life please visit: http://uncw.edu/campuslife/studentstaff.html