POSITION: Graduate Assistant, Arts & Programs

ABOUT CAMPUS LIFE ARTS & PROGRAMS: Campus Life Arts & Programs provides UNCW with a wide variety of event opportunities including Art for the Masses; the Association for Campus Entertainment (ACE); Boseman Art Gallery; the Leadership Lecture Series; Keepin’ It Reel Documentary Series, Lost & Found Concert Series, Lumina Theater; Sharky's Box Office & Game Room; Campus Life Student Employment Program; and Summer @ the Dub. Campus Life Arts and Programs enhance the overall college experience and cultivate UNCW spirit. We promote learning outside of the classroom by increasing students' skills in leadership, community building, and event planning.

QUALIFICATIONS: Demonstrated leadership and organization skills; ability to communicate effectively with a range of constituents; strong writing and proofreading skills; ability to think creatively and develop new initiatives; and a desire to work in a very fast-paced, deadline-driven office environment. Interest in arts and working knowledge of Adobe Creative Suite or other design programs a plus.

RESPONSIBILITIES: The graduate assistant will assist the Director of Campus Life Arts and Programs in planning, executing, and evaluating co-curricular programming, unit operations, as well as direct administrative support for the Director.

Specific responsibilities are:

- Plan, execute, and evaluate Boseman Gallery, Lost & Found Concerts, the Keepin’ It Reel Documentary Series, Art for the Masses, & Leadership Lecture Series
- Assist with the promotion of Art and Programs events in coordination with the Assistant Director of Campus Life Arts and Programs and the Marketing Interns
- Work with academic departments, student organizations, and other campus and community partners to create supplemental programs to support the Lecture Series, Keepin’ It Reel Documentary Series
- Assist as needed with program development, volunteer management, and program evaluation.
- Supervise two Art Interns and one Programming Intern
- Coordinate unit assessments under the guidance of the Director of Arts & Programs
- Provide administrative support to the Director of Arts & Programs
- Interface with inter-department and other campus areas on behalf of the Director (Printing Services, Campus Dining, ITSD/AV, Auxiliary Services, etc.)
- Help maintain unit web presence through the Campus Life website and social media platforms
- Assist with program development, program evaluation, unit operations, publicity and outreach, and volunteer management
- Attend meetings with the Campus Life Arts & Programs staff
COMPENSATION: The position receives a stipend of $12,000 to be dispersed over 9 months (20 hours a week).

PERIOD of EMPLOYMENT: August 2020– May 2021

Twenty (20) hours per week required: includes some evening and weekend commitments; fulfill other assigned duties; must be available to participate in staff training programs.

APPLICATION PROCEDURE: Send letter of interest, resume, and name and contact information for two references to Stefanie Norris, Director Campus Life Arts and Programs with the subject line “GAA&P 2020 Application- Last Name”

Application Deadline: Applications will be reviewed starting April 3, 2020 and until position is filled.

For more information, contact Stefanie Norris 910-962-7722 norriss@uncw.edu

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.