CAIC Graduate Assistant

Rev. 2/2020

About CAIC: The Campus Activities & Involvement Center (CAIC) is your gateway to entertainment, involvement, and leadership on campus. As part of the Division of Student Affairs, we are creating experiences for life by providing opportunities for students to participate actively, grow personally, and explore new ideas and interests through a variety of entertainment and involvement experiences. We organize events such as UNCWWelcome, UNCWWelcome Back, Beach Blast, Dub Awards, and many others. Our staff and the students with whom we work are committed to creating a vibrant campus community filled with diverse activities for all students.

Position Summary: The CAIC Graduate Assistant will provide support to student organizations, including WaveLink usage, new organization development, and event planning. This position will assist in the annual re-registration process for student organizations and the new student organization registration process, helping new organizations develop their constitutions, adhering to university policy and best practices. Additionally, this position will provide WaveLink training to student organization leaders, Involvement Specialists, and departmental staff and faculty members. This position will work with CAIC and Campus Life professional staff to collect and assess programming data and analyze this data from WaveLink to aid in the retention and persistence of students. The Graduate Assistant will also assist in the oversight of Involvement Specialists, and will provide support for CAIC and Campus Life major events alongside professional staff as needed and appropriate.

Minimum Qualifications:
• Must be a full-time UNCW graduate student (9 credit hours or more with exceptions to this grant only by the Director)
• Excellent oral and written communication skills
• Expertise in event planning, program management, and event marketing
• Computer proficiency—Microsoft Word, Excel, Adobe Creative Suite a plus
• Overall knowledge in social media platforms, Engage platform (or other university-wide platform)
• Experience as a member of a student organization
• A desire to develop students’ growth and development in event management skills and leadership

General Expectations:
• A can-do attitude, overall resourcefulness and pride in work.
• A professional mind-set toward those who seek information and assistance.
• Ability to work in a fast-paced, high energy office environment.
• Attention to detail.
• Ability to problem-solve and perform duties with little supervision.
• Ability to communicate clearly and professionally.
• Ability to communicate openly and honestly.
• Ability to work effectively in a team-oriented atmosphere.
• Ability to confront students at programs when needed and able to handle crisis should they occur.
• Maintain an acceptable level of academic achievement.
• Hold to confidentiality as is appropriate.
• Serve as a member of the CAIC team

Note: Due to the nature of this assistantship and our customer-driven demand, some evening, night and weekends may be required.
Specific Responsibilities:

- Will utilize WaveLink, UNCW’s student organization management platform, to re-register student organizations, reach out to department faculty and staff about creating pages, promote CAIC events, manage system data, and create & manage forms for event registrations.
- Meet with student organization leaders regarding event planning and program management.
- Guide and assist new student organizations in their constitution development.
- Manage the event planning portion of the CAIC website.
- Present CAIC’s Leadership UNCW workshops on an as-needed basis and assist with other presentations as needed.
- Assist with the general training and oversight of the Involvement Center and answer questions as available.
- Assistant full-time professional staff with various office-wide programs (UNCWelcome, Welcome Back, Involvement Carnival and Fair, Beach Blast, Dub Awards, etc.)
- Other duties as assigned.

The CAIC Graduate Assistant will become proficient in the following areas by completing their assigned duties:

- Technology skills.
- Organizational skills, time management.
- Meeting deadlines while maintaining ongoing work.
- Developing event management, marketing, and organization advising experience.
- Developing constitution writing and development experience.
- Gain supervisory experience.
- Understand Student Government funding processes related to on-campus and travel-related requests.
- Communication skills with student event planners.
- Team work skills.
- Editing, writing, and proofreading skills.
- Presentation skills.

Benefits:
The CAIC Graduate Assistant will receive a stipend of $12,000 for a nine-month period (August 1st through May 15th).

Hours:
The position will require an average of 20 hours per week on a flexible schedule based on ongoing programming. Hours are inclusive of office hours, meetings, programs, and Campus Life GA trainings and professional development, and can be subject to demands and program needs. Frequent evening and weekend hours are required. Any graduate student may apply for this position for the next academic year.

Application Procedure:
Send resume, cover letter, and contact information for three references to Andrea Ingle, Assistant Director for Campus Activities & Involvement, via email at inglea@uncw.edu. Review of applications will begin immediately and continue until position is filled. Preference is given to applications submitted before March 6, 2020. For more information contact Andrea Ingle at inglea@uncw.edu.

About Campus Life:
The Campus Life Department supports and gives direction to out-of-classroom learning. Based on the philosophy that learning is not confined to the classroom but is constant and on-going, the mission of the department is to facilitate the educational process by providing a laboratory experience for student growth and an arena for the development of the cultural, social, leadership and recreational awareness. This is accomplished through the administration of the Campus Life facilities (including Fisher Student Center, Warwick Center, Burney Center and the Fisher University Union) and their programs and service, by providing guidance and resources to student leaders and organizations, and serving as the campus’ central point of reference in regard to leadership development, student activities and organizations.

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. The University of North Carolina Wilmington is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex, age, gender, color, national origin, ethnicity, creed, religion, disability, sexual orientation, political affiliation, marital status, or relationship to other university constituents -- except where sex, age, or ability represent bona fide educational or occupational qualifications or where marital status is a statutorily established eligibility criterion for State funded employee benefit programs. Further, the university seeks to promote campus diversity by enrolling and employing a larger number of minorities and
women where these groups have historically been and continue to be under-represented within the university in relation to availability and extends preference in staff employment to veterans and current State employees seeking promotion.