Graduate Assistant for the Association for Campus Entertainment (ACE)

Reports to: Andrea Ingle, ACE Coordinator

Start Date: August 2019

Position Summary: ACE is the Association for Campus Entertainment, and our responsibility is to coordinate various student-produced events on campus. We provide a diversified schedule of programs and activities that promote opportunities for educational, social, and cultural growth for students and the campus community. The Graduate Assistant will serve the Association for Campus Entertainment as the advisor for three of the six ACE Committees. The ACE Graduate Assistant will serve the department additionally in planning and executing all celebration events including the Campus Life Student Employee Appreciation Week and the end of the year banquet. This position will also provide support for major campus events.

Learning Outcomes: Will enhance understanding for the importance of professional behavior, strong work ethic, commitment, and integrity while working in a team environment, as well as increase aptitude in the following:

- Teamwork skills
- Time management skills
- Communication
- Editing, writing, and proofreading skills
- Presentation skills
- Coordination and event management skills
- Student advising/supervision

Minimum 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
- Desire to work in a very fast-paced, deadline-driven office environment
- Must be a registered graduate degree-seeking student in good standing with the University, and must have a minimum 2.5 GPA to be eligible for, and continue, employment with Campus Life.

Specific Responsibilities:

- Provide advising to the Association for Campus Entertainment (ACE) chairs in all phases of programming and production including goal setting, contracting artists, compliance with contractual obligations, committee development, liability concerns, publicity, and budgeting.
- Serve as the lead advisor for 2-3 committees.
- Oversee the planning and implementation of the ACE end of the year banquet.
- Serve on campus wide Homecoming committee
- Provide onsite event support for ACE events
- Work to engage campus in advertising and programming in Lumina Theater
- Assist with the organization and planning of Campus Life staff motivational events such as Employee Appreciation Week and the Campus Life Banquet 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
Administrative Responsibilities
- Interface with inter-unit and other campus areas on behalf of the Coordinator (Sharky’s Box Office & Game Room, Printing Services, Campus Caterers, ITSD/AV, Auxiliary Services, etc.)
- Adhere to the Campus Life Student Employee Manual and UNCW’s Code of Student Life.
- Participate in all mandatory area and department student staff meetings and trainings including a New Employee Orientation.
- Maintain a neat and professional appearance during all shifts; a name tag and staff shirt will be provided by Campus Life. (Note specific attire for your area.)
- Attend meetings with the Campus Life Arts & Programs staff.
- Other duties as assigned.

Knowledge, Skills & Abilities and Experience Requirements:
- Excellent writing, time management, organizational and interpersonal skills required; technical writing skills preferred
- History of working with program and event planning and implementation.
- Previous experience in supervising and managing volunteers preferred.
- Ability and desire to work in a team environment
- Must demonstrate a commitment to quality, meticulous attention to detail and consistency in work product
- Positive attitude and strong work ethic.

Compensation: $11,500 to be dispersed over 9 months (August – May) 20 hours per week during the academic year.

Application Procedure: Please submit your resume and cover letter to ingle@uncw.edu. For job descriptions and additional information, please visit: http://uncw.edu/campuslife/studentstaff.html

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.