Shippensburg University
Ceddia Union Building (CUB)
University Union & Student Activities

POSITION TITLE Graduate Assistant for the University Union & Student Activities *(Cora I. Grove Interfaith Chapel & Spiritual Center)*

DEPARTMENT Ceddia Union Building - University Union & Student Activities

REPORTS TO Director & Assistant Directors for the University Union & Student Activities (CUB)

RESPONSIBILITIES

- 50% of the job responsibilities will be in the area of Operations
- 50% of the job responsibilities will be in the area of Student Activities & Leadership Development

DATES OF EMPLOYMENT & COMPENSATION

- **Academic School Year** – August 1st – May *(Commencement Day)*
  - Assistantship compensated for **400** Hours each semester
    - Expected to hold at least **25** Office Hours a week and will be paid for 16 office hours a week
  - Compensated for serving as a CUB Manager
    - Will be scheduled for one-(1) shift during the week and will participate in the weekend rotation schedule
- **Summer Term** – May *(First Day of Class in Term III)* – August *(Last Day of Class in Term V)*
  - Compensated for **150** Hours (12 office hours a week)
  - Compensated for serving as a CUB Manager
    - Will be scheduled for one-(1) shift during the week and will participate in the weekend rotation schedule as needed

PRELIMINARY OVERVIEW

Under the Direction of the Director and Assistant Directors, the Graduate Assistants will share responsibility for the overall leadership for the University Union & Student Activities. The Graduate Assistants shall be responsible for supporting the day to day operations of the Ceddia Union Building (CUB) and Cora I. Grove Interfaith Chapel & Spiritual Center including, student employee staffing, scheduling and training, reservations, event and meeting set-ups, equipment inventory and building maintenance. These individuals will share responsibility for web page design & maintenance, design and layout for manuals, brochures & department publications and overall graphic design for advertising and marketing events. These individuals will also serve as advisors to the Activities Program Board (APB) and a programming resource for all student clubs & organizations. This position requires dedicated and motivated individuals who can work autonomously or in a group setting within a fast paced student affairs department. The successful candidate will provide coverage and supervision for evening and weekend events and for the operations of the University Union. Due to the scope of the department this position requires a great deal of flexibility within the work schedule and arrangements will be made to compensate for hours above and beyond the normal work schedule.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Serve as an advisor to the Activities Program Board (APB), attending weekly chairs' & committee meetings, participate in the planning, coordinating & staffing of APB events, meet informally with chairpersons and officers to brainstorm programming ideas, publicity, event and meeting set-ups, support and assist students when working with entertainment agencies to negotiate & request contracts, amend & confirm hospitality, technical riders and verify all publicity, artists arrangements and program details.
- Directly advise the ***Entertainment (Parent's & Family Day, Orientation, Homecoming, Battle of the Bands evening programs) Public Relations Committees*** of APB. This includes meeting with the chairs on a bi-weekly basis establishing timelines & goals and directly support all aspects of each committees' programs, including but not limited to facility reservations, set-up information, contracts, program arrangements, ticket sales, etc.
  - Share responsibility for co-advising the ***Concert Committee***
- Assist with the planning and staffing of major events including concerts, Parent's & Family Day, Homecoming, Orientation, Late Night Bingo & Breakfast programs, SpringFest, APB Cultural Arts & Multicultural Affairs Committees events.

- Serve as an advisor to the Homecoming Committee
- Serves as one of the department's primary graphic designers for posters/flyers, signage, brochures and manuals related to the Ceddia Union Building and APB
- Assist with the design and circulation of the APB Calendar and all publicity materials to the University community.
- Works in conjunction with the University Union & Student Activities Staff to support Operations for the Cora I. Grove Interfaith Chapel & Spiritual Center including:
    - Hiring and scheduling for student employees (Managers)
    - Develops and implements training for event and meeting set-ups including AV, & Sound equipment
    - Produce operating manuals for AV & Sound equipment
    - Assist with reservations and set-ups
    - Maintenance and inventory of Spiritual Center furniture and equipment
- Develop and circulate tools to assess and evaluate programming, facilities and services.
- Assume responsibility for the development and maintenance of the APB and Cora I. Grove Interfaith Chapel & Spiritual Center web pages.
- Support and assist with the planning and implementation of leadership workshops and retreats.
- Provide night and weekend supervision for events and the Cora I. Grove Spiritual Center.
- Represent the department on University committees when appointed and/or requested.
- Assume other responsibilities as assigned by the Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must be a dedicated and driven professional who demonstrates strong interpersonal, oral and written communication skills, as well as energy, vision, and charisma.
- Possess the requisite knowledge, experience, education, and skills necessary for success in the position; demonstrating the ability to perform the essential functions of the position.
- Organized, analytical and detailed-oriented individual capable of performing under a variety of requirements and deadlines.
- Have proven skills in the areas of student employee staffing and development and be able to recognize and encourage growth and development of student employees.
- Ability to exercise authority and good judgment in the absence of or in conjunction with the Director and/or Assistant Director for the University Union & Student Activities in a variety of situations, demonstrating exceptional leadership characteristics and interpersonal skills.
- Must be able to work both independently and as a part of a team environment performing all essential job functions accurately and efficiently with minimal direct supervision, while also cooperating/collaborating with staff at all levels as a member of the University community.
- Programming knowledge to develop a comprehensive campus activities program in conjunction with the campus activities board, student clubs & organizations and department initiatives.
- Possess the ability to determine priorities specifically in terms of anticipating and reacting to highly complex and confidential situations.
- Possess a strong sense of personal and professional integrity, exercising tact and diplomacy.
- Must be willing and able to represent Shippensburg University effectively in situations of significant importance to the present and future successes of the University.
- Familiar with the major issues present in the realm of higher education as they relate to Student Unions and the Student Activities profession.
- The successful candidate must have experience with MS Office Applications (word, excel & PowerPoint, etc.), Web Page Design & Maintenance and graphic design experience for posters, flyers, brochures, manuals, etc.

QUALIFICATION STANDARDS

- The successful candidate must be accepted to the Graduate Program at Shippensburg University in order to be considered.
- Education: Bachelor's degree required.
- A minimum of two years undergraduate/paraprofessional experience working in student activities and university union operations with diverse student populations.
- Extensive experience with campus activities boards, leadership development and operation experience required.