NOW HIRING: STUDENT PROGRAMS GRADUATE ASSISTANT

STUDENT PROGRAMS / CAMPUS EVENTS + ENTERTAINMENT OVERVIEW:

Campus Events + Entertainment (E+E) is the largest event-planning organization on campus. Our student leaders plan, promote, and produce the best programs that represent the diverse interests of UT students. E+E is comprised of 9 committees and 1 funding board and plans over 120 events annually serving 44,000+ students.

OUR POSITION OVERVIEW:

The Student Programs Graduate Assistant will be an integral member of the Student Programs staff and will gain experience in student organization advising; student activities; administration; leadership development; program development; implementation, and evaluation; budget management; communication; and collaboration.

LENGTH OF ASSIGNMENT: 9-MONTH POSITION, STARTING IN MID-AUGUST

HOURS PER WEEK: APPROX. 20/WEEK, MONDAY-FRIDAY (SOME EVENING & WEEKEND HOURS REQUIRED)

STIPEND BASED ON HOURLY WAGE: $1,100/MONTH PLUS IN-STATE TUITION & INSURANCE*

*FOR ACADEMIC YEAR: SEPT 1-MAY 31
STUDENT PROGRAMS GRADUATE ASSISTANT

UNIVERSITY UNIONS

ESSENTIAL JOB FUNCTIONS:

- Serve as co-advisor to the Events CoSponsorship Board (ECB). ECB provides event funding & logistical support for registered student organizations through an application and interview process. The Graduate Assistant will advise the board throughout the funding process, monitor a $71,000 budget, oversee and facilitate the event planning process of 50+ events funded by ECB, & maintain a record of best practices.
- Support the planning, implementation, & evaluation of E+E programs.
- Coordinate a variety of annual E+E events.
- Oversee committee chair & vice president application and selection process.
- Help develop and facilitate our award-winning leadership program for first-year students (Freshman Leaders In Progress).
- Provide support to E+E budget officers in writing budget proposal letters and presentations to the Unions Board of Directors.
- Participate in staff meetings & represent the University Unions on campus committees as assigned.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Must be a currently enrolled graduate student (taking at least 9 hours). Preference will be given to Master's and Ph.D. students in the College of Education’s Higher Education Administration program.
- Interest in student programming and student organization advising.
- Ability to adapt and manage multiple duties simultaneously.
- Excellent written and oral communication skills.
- Experience with Macintosh/PC hardware and software, including mobile devices.

PREFERRED QUALIFICATIONS:

- Experience with student programs, including creation, implementation, and evaluation.
- Experience and comfort with leadership development.
- Proven organizational skills and strong interpersonal skills.
- Ability to make independent, ethical decisions using good judgment.

WEBSITE:
WWW.UTCEE.ORG

SUPERVISOR:
CASSIDY SANSONE,
ASSISTANT DIRECTOR FOR
STUDENT PROGRAMS