Position Title: Event Services Office Graduate Assistant – Event Coordinator

Reports to: Mike Bobeldyk
Director, Student Life & Event Services
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(319) 273-5888

Terms of Employment:

- Fall semester: 20 hours per week, August 23, 2019 - December 14, 2019
- Spring semester: 20 hours per week, January 13, 2019 - May 10, 2019
- Regular evening and weekend hours will be required.

Compensation:

- Full assistantship salary is $5,176* per semester. Salary will be prorated on a weekly basis for a late start. *2019-20 salary is yet to be determined.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- Professional development opportunities are supported, but the degree of support is determined by availability of funds.

Position Description:

1) Serves as event coordinator in the development and facilitation of programs and events in Student Life & Event Services managed spaces; meets with clients to determine room set-up designs and technical requirements; schedules and plans set-up, tear-downs, and change-over activities of areas supported by the department; provides on-site event support and supervision as required by event scope; performs regular checks and refreshes meeting room set-ups during the day; and serves as a liaison to Department of Residence (DOR) Dining for the purpose of coordinating catering and other dining needs for events.

2) Assists with hiring, training and supervision, and conducts performance reviews of student event coordinators, building managers and student set-up crews; meets regularly with student staff to coordinate work assignments and scheduling; and serves as an on-call resource for student employees after regular business hours.

3) Serves as department team member leading the development of leadership-based training for student employees; and participates with the operations staff in developing Maucker Union building use.

5) Office of Student Life Outreach and Event Services support: Support departmental outreach efforts, including, but not limited to workshops/presentations and Student Organization Fair. Provide event support to any major programs through the Event Services office, as well as Student Life events, such as UNI Now, Welcome Week and Homecoming.
6) As a member of the Student Life & Event Services professional staff, this position will also have the opportunity to gain insight on Office of Student Life functions, including student organizations, campus programming, Greek Life, etc.

*Position may be tailored to the specific strengths and experiences of the individual graduate assistant.

Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program.
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a Plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- B.A. degree in education, social sciences, administration, or a related field preferred
- At least one year of activities/leadership programming/event planning experience at the undergraduate student leader level preferred.
- Exceptional interpersonal and organizational skills are also required.

Application Process and Deadline:

**Candidates in the Postsecondary Education: Student Affairs program:**

As part of the admissions process to the Postsecondary Education: Student Affairs program, you are required to submit the following documentation in addition to your personal statement: Resume, cover letter, and the Application for Graduate Assistantship to Dr. David Schmid (david.schmid@uni.edu).

**Candidates outside of the Postsecondary Education: Student Affairs program:**

To apply, complete the Application Form for Graduate Assistantship (found at http://www.grad.uni.edu/assistantships), then e-mail your resume and cover letter to Mike Bobeldyk (mike.bobeldyk@uni.edu).

For more information on the Graduate Assistantship System and procedures:

http://www.grad.uni.edu/assistantships/