Job Description

Position Title: Graduate Assistant for Special Events & Projects

Office: Office of Student Activities

Reports to: Assistant Director of Special Events & Projects

Primary Focus: CommunityFest, Constitution Day, SA Operations/Room Reservations

Date: 2015

Primary Purpose: The Graduate Assistant for Special Events & Projects will assist in the marketing, advertising, promotion, and programming/planning efforts of Special Events & Projects, within the Office of Student Activities as it relates to university-wide events and initiatives. In an effort to unite the entire university student body, this Graduate Assistant will purposefully and strategically design events that will facilitate student unity, campus traditions, and school spirit.

Essential Job Functions:

- Assist with the planning, organization, and implementation of campus-wide special events and projects, including but not limited to, Laugh Your Fins Off Comedy Show, NSU Shark Jams, CommunityFest, Student Life Achievement Awards (STUEY’s), Homecoming, Orientation Events & Weeks of Welcome, President’s 64, Shark Discount Program, Sharks on the Scene (S.O.S) & SA Operations/Room Reservations

- Encourage the participation and involvement of students and student leaders of all colleges and centers at the university-level

- Promote positive coverage of NSU events, trends and activities and market university-wide events and programs to all of the NSU Community

- Develop and maintain a methodology for tracking student attendance and participation in campus-wide special events, and use those methods for future marketing

- Collaborate with other members of the Division of Student Affairs in divisional programs that promote student unity and awareness
• Assist in major divisional research for any and all new student affairs initiatives and programs
• Establish and maintain positive relations with higher administrators and key community leaders and organizations
• Answer and respond to inquiries via phone, in person, and by mail in a timely and professional manner
• Act as an integral member of the Special Events & Projects team and the Office of Student Activities by offering support to all departmental initiatives, program and services
• Provide students with referrals to various resources off and on campus
• Assist in budget management and contract negotiations
• Work closely with community partners to establish or maintain relationships for CommunityFest
• Manage a student staff of 1-3 student employees
• Assist registered student organizations with their space and event planning needs inclusive of room reservations, work orders, AV requests, etc.
• Others duties as assigned

Minimum Qualifications

• Bachelor’s degree in a relevant discipline from an accredited university must already be completed
• Must be positive, organized, helpful, student-centered, friendly, and responsible
• Prefer someone with prior experience in Student Affairs/Services in a college/university setting (i.e. involvement in student activities, residential life, etc.)
• Familiarity with Microsoft Word, Excel, Power Point, and Publisher; Email Program; Internet and basic computer knowledge
• Ability to work independently and as a team
• May work nights and weekends
• Must have a valid Drivers License
• Must be able to lift twenty-five (25) pounds