

University Commons and Student Activities
Graduate Assistant
Campus Activity Board Program Advisor

Primary Responsibility

- Provide paraprofessional support to the USCA staff.
- Advise committees of the Campus Activity Board as assigned.
- Coordinate programs and activities as assigned; assist or advise student organizations.

Specific Duties and Responsibilities

- Supervise and assist students with program budget formulation and administration.
- Monitor expenditure and income to ensure program costs remain within budgeted perimeters.
- Ensure balance of proposed program series by providing timely feedback and by suggesting appropriate alternatives; ensure that programs series contain events of interest to minorities, and that minority input is solicited prior to all programming decisions.
- Suggest innovations, stimulation creativity and encourage committee members to seek out and evaluate new programming possibilities.
- Counsel students on areas of personal development: time management, stress management, career goals and motivation; instruct students on the basis of group dynamics, business, motivation, team building and how to run a meeting.
- Assist in the design, implementation, and reporting on departmental assessment activities.
- Assist with the design and implementation of departmental information systems.
- Participate in the problem solving and analysis related to various functional operations including policies and procedures, human resources, and budgets.
- Coordinate volunteer recruiting and management within CAB and other departmental units: serve as liaison with CLOVE.

Requirements:

Applicants should have as a minimum, a Bachelor's Degree with some background in student union/student activities and/or community service and be currently enrolled or be granted admission to an appropriate graduate program. Special consideration will be given to students enrolling in College Student Personnel Services Specialization program. Applicants should have effective written and verbal communication skills; sound organizational skills; the ability to multi-task; the ability to work varied hours in response to changing program and activities scheduled. The preferred candidate should desire a career in the student affairs profession.

Desired Learning Outcomes

- Intellectual growth
- Effective communication
- Leadership development
- Realistic self-appraisal
- Clarified values
- Career choices
- Independence
- Meaningful interpersonal relationships
- Collaboration
- Social responsibility
- Appreciation of diversity
- Personal and educational goals