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**Graduate Assistant of Student Events**

**Stetson University | Student Development & Campus Vibrancy | Graduate Assistant (GA)**

**Position Description:** Student Development & Campus Vibrancy cultivates transformative experiential opportunities through a purposeful approach to student leadership development, intrapersonal exploration, and community building. Our areas of focus include student activities, student and parent orientation, transition programming, student government, student activity fee allocation, student organizations, leadership development, fraternity and sorority involvement, student union operations, campus traditions, large-scale programming, student media groups, and homecoming. This position will assist the Associate Director of Leadership and Student Events in the facilitation/development of marketing, the development of leadership development initiatives, and the facilitation of events. This position also provides background support that is integral to the office.

The Graduate Assistant (GA) will work 20 hours per week. Work schedule will be determined each semester in consideration of course schedule and departmental needs. Some departments host events that may necessitate evening and/or weekend hours. Graduate Assistants are not expected to work when the university is closed (e.g. July 4) but should work with their supervisor to understand expectations for additional vacation/break time. Sick leave will be considered by the supervisor as needed. Graduate Assistants are compensated through a combination of scholarships and stipends, including:

* A scholarship equal to tuition for four courses each year (two in Fall term, two in Spring term, none in summer term).
* A stipend of $250 biweekly during the academic year and $520 bi-weekly in the summer not to exceed of $8,120 for the fiscal year. It is expected that the Graduate Assistant work with their supervisor to plan 20 hours of paid vacation during the summer months.

GA positions are awarded for a one-year period (July 1 – June 30). There is no expectation or guarantee that the GA position will be awarded in successive years to the same person.

**Responsibilities:**

* Provide support for the Associate Director of Leadership & Student Events through the general management of office infrastructure.
* Serve as the Assistant Advisor of Hatter Productions, which is a student event planning team on campus. This will include supporting Hatter Productions in the planning, facilitation, and marketing of events, supporting Hatter Productions in their membership development and recruitment, and serving as a resource for these students (in their Hatter Productions initiatives and beyond).
* Serve as a lead planner for TEDxStetsonU, Stetson University’s TEDx event hosted each spring.
* Support the planning and execution of events facilitated by SDCV Student Employees.
* Plan and facilitate leadership development initiatives such as Top Hatter Leadership Awards.
* Manage the tracking of the Leadership & Student Events Budget.
* Provide administrative support in assessment, gathering of data and information, marketing, purchasing, etc.
* Support major departmental events including FOCUS, Homecoming, Late Night Breakfast, Ice Cream Walk, and others.
* Other duties as assigned.

**Qualifications:** You must be enrolled as a full-time degree seeking graduate student for 2024-2025. You will maintain a minimum cumulative grade point average of 3.0 during your employment. You must have and or maintain a clear student conduct record throughout the duration of your employment to remain in the position. Demonstrate skills and experience in event planning, event execution, working as part of a team, supervision and/or leading others, facilitating learning, maintaining personal organization and communication, and the ability to work effectively both independently and in collaborative work.

**WORKING CONDITIONS:** Requires some physical effort, i.e. some standing and walking, frequent light lifting (5-10 lbs); and manual dexterity in the operation of office equipment; extended periods of time at a keyboard; perceptual demands for color, sound, form, and depth; occasional and, at times, frequent hours outside the normal University schedule.

**APPLICATION PROCEDURE**: Please complete [the online application for this position](https://stetson.campuslabs.com/engage/submitter/form/start/639610) (which will include resume & cover letter). Once the application is completed, the Associate Director of Leadership and Student Events will follow up within a few weeks about next steps.