

GRADUATE ASSISTANTSHIP FOR STUDENT UNION OPERATIONS



RESPONSIBILITIES:

- Conceptualize and facilitate programming to fulfill various learning outcomes.
 - ◆ Manage programming budget.
 - ◆ Serve as onsite liaison during the production of events.
 - ◆ Assist with the negotiation and processing of contracts for performances, within the regulations provided by the department, University, and the State.
- ◆ Serve as the primary supervisor for 14 student workers.
 - ◆ Recruit, hire, and train the full student worker team.
 - ◆ Develop and implement a comprehensive training program for all student employees.
- ◆ Maintenance and inventory of all supplies, furniture, and equipment.
- Oversee day to day operations of the facility.
- ◆ Manage social media for the ATU Student Union.

REMUNERATION & QUALIFICATIONS:

The minimal requirements for a candidate seeking this assistantship opportunity are a bachelor's degree from an accredited college or university, admittance to the Arkansas Tech University graduate school as a master's degree seeking graduate student, a completed background check, eligibility to drive on behalf of the State of Arkansas for professional meetings and occasional student travel, and availability to begin working July 5, 2022.

This position pays a stipend of \$1,060 monthly. In addition, 18 hours of graduate credit tuition is covered per year.

HOW TO APPLY:

Please submit a cover letter, resume and three professional references to **Chelsea Neal**, clairamore1@atu.edu.

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