GRADUATE ASSISTANTSHIP FOR
CAMPUS LIFE - STUDENT ACTIVITIES

RESPONSIBILITIES:

- Assist in the coordination of the co-curricular experience program, On Track, including:
  - Assist in building collaborative relationships across campus by working with other campus departments and faculty.
  - Conceptualizing and facilitating programs to fulfill various learning outcomes.
  - Provide support to participants (troubleshooting issues, answering questions).
  - Assist with assessment of overall program.
  - Manage the budget of the program as well as the incentive excursion, including travel, lodging, activities, and selection of students.
  - Recruit, hire, train, and supervise a team of student workers to track participation.
- Serve as the primary advisor to the Student Activities Board (SAB).
  - Assist in selection and training of SAB Executive Board.
  - Establish and facilitate year-long training and development of SAB leaders through retreats and conferences.
  - Assist with the coordination of programming for weekly, monthly, and major university events such as: Welcome Week, Family Day, Homecoming, and Wonder Week.
  - Manage the budget of the organization.
  - Assist with the negotiation and processing of contracts for performances, within the regulations provided by the department, the University, and the State.
  - Serve as an onsite liaison during the production of events.
- Manage social media of Campus Life.

RENUMERATION & QUALIFICATIONS:

The minimal requirements for a candidate seeking this assistantship opportunity is 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, and availability to begin working July 6, 2020.

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 **Kevin Solomon, ksolomon@atu.edu**.

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DEPARTMENT OF CAMPUS LIFE