



**University
of Dayton**

**Center for Student Involvement
Graduate Assistant
Campus Activities Board and Late Night Programming**

Overview

The Graduate Assistant (GA) for Student Life is responsible for supporting the coordination, marketing, and advising of campus-wide programming provided by the Campus Activities Board (CAB); coordinating #UDLATENIGHT programs, student staff, and marketing; as well as overseeing the Late Night Grant Process to award funds to student organizations. The position is part-time (20 hours per week/10 months) and is supervised by the Assistant Director for Student Life.

Student Organization Advising

- Serve in an advisory capacity for the Campus Activities Board (CAB)
- Advise various members of CAB in the development of purposeful programs that affect the greater University of Dayton campus
- Assist in the selection, evaluation, and training of CAB members
- Act as on site resource for events implemented by CAB and UDLateNight Ambassadors
- Assist the Concert & Performers Committee in the selection and execution of a mid/large size band for a spring concert
- Administrate, with the Assistant Director for Student Life, the Late Night Programming grants
- Provide supervision for the Late Night Ambassadors/Late Night Manager & assist the Assistant Director for Student Life in the selection & training of the ambassadors
- Work some nights and weekends, as an expectation, to better assist with campus programming
- Create & print marketing for the UDLateNight movie series & monthly large scale events
- Work with Assistant Director for Student Life to initiate major University programming initiatives
- Oversee/coordinate social media for Late Night Programming
- Other duties or projects as assigned

Professional Development Opportunities

- Develop educational opportunities and learning outcomes for student organization leaders
- Work with the Assistant Director for Student Life on assessment of student leaders and student workers
- Serve on various departmental and divisional committees
- Attend the NACA (National Association for Campus Activities) Regional Conference and/or National Convention with the Campus Activities Board

Committee Work

- Standing appointment to the Late Night Grant Committee to award funds to student organizations

Minimum Qualifications**Remuneration**

- August 1, 2020-May 15, 2021: 20 hours/week. Some evening and weekend hours are required.
- Competitive stipend.
- Tuition remission for up to 24 credit hours or \$15,127
- Option for hourly summer employment
- University Healthcare

For more information contact:

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