



**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 community
- 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
- Administer, 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 nights and weekends, as an expectation, to better assist with campus programming
- Create & print marketing for the UDLateNight movie series & monthly large scale events, and coordinate social media
- Work with Assistant Director for Student Life to initiate other major University programming initiatives (New Student Welcome, Family Weekend)
- 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

**Qualifications**

- Bachelor's degree required
- Previous programming experience preferred

**Remuneration**

- August 1, 2020-May 15, 2021: 20 hours/week. 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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