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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