OFFICE: STUDENT ACTIVITIES CENTER, MEMORIAL UNION

POSITION: Student Activities Graduate Assistant
Leadership Programs (1 position), Programming (2 positions), Outreach (1 position)

TERMS OF EMPLOYMENT: 9 month, ½ time assistantship. 20 hours a week, including some evening, late night and weekend hours. Dates of employment are mid-August through mid-May, exact dates to be determined. These positions report to the Director of Student Activities or a Student Activities Center Program Coordinator.

COMPENSATION: Salary is determined by the Vice President for Student Affairs (approximately $1,800/month for a 9 month period)

POSITION DESCRIPTION: The responsibilities listed below identify the work experiences that may be incorporated in the graduate assistantship. There are six total graduate assistants in the Student Activities Center (SAC). The listing provides some of the work that may be split between the roles. It is not likely that all responsibilities will be required from each graduate assistant.

Advising

Competencies: Advising and Helping - Equity, Diversity, and Inclusion - Ethical Professional Practice - Leadership - Student Learning and Development
- Advise executive board members of the Student Union Board (SUB)- university wide programming board
- Advise ISU AfterDark; late night, substance free alternative programming organization
- Advise WinterFest committee; annual, university-wide event
- Advise Freshmen Council; first year student leadership and philanthropy student organization

Programming/Marketing/Administration

Competencies: Assessment, Evaluation, and Research - Ethical Professional Practice - Human and Organizational Resources - Leadership - Student Learning and Development
- Develop and facilitate leadership programs (conferences, retreats and course) in conjunction with the Director of Student Activities and/or Coordinator of Leadership and Service. This may include: needs assessment, program planning and evaluation
- Provide outreach to the campus community, such as serving as a programming resource for over 800 recognized student organizations
- Assist with the management of the Leadership and Service Center
- Assist with promotion and staffing of events at The Maintenance Shop, on campus live music and entertainment venue.
- Oversee marketing and programming efforts at the CyBowl & Billiards Recreation Center
- Assist with social media marketing for Student Activities Center
- Assist with coordination and promotion of online Co-Curricular Transcript
- Assist with reservation process for Lynn Fuhrer Lodge, off campus retreat center
- Coordinate outreach efforts for department including prospective student visit day participation
- Assist in the development of new initiatives as they occur

Collaboration

Competencies: History, Philosophy, and Values - Personal Foundations
- Collaborate with programming areas providing leadership development opportunities, such as Department of Residence, Greek organizations, Athletic Department, New
Support programs and services in the following Memorial Union programming operations: Student Office Space, Memorial Union Galleries, the Maintenance Shop (live music venue), The Workspace (arts studio) and CyBowl & Billiards (recreation center)

**Student Activities Center**

**Competencies: History, Philosophy, and Values - Personal Foundations**
- Participate in annual events such as ClubFest, ClubFest II, WelcomeFest, Winterfest, Late Night at the MU, ISU AfterDark events and Dance Marathon
- Be knowledgeable of SAC and Memorial Union policies and procedures in order to successfully aid students and organizations seeking information and planning events
- Provide office and event coverage as needed
- Maintain consistent office hours
- Prepare goals, objectives and tasks as assigned
- Write an annual report by the end of Spring Semester discussing all improvements, challenges and innovation in any responsible areas of the SAC
- Attend SAC, Iowa State Memorial Union and Student Affairs Division meetings and training as assigned and/or available
- Other duties as assigned

**COMPETENCIES:**

- Advising and Helping - Assessment, Evaluation, and Research - Equity, Diversity, and Inclusion - Ethical Professional Practice - History, Philosophy, and Values - Human and Organizational Resources - Leadership - Personal Foundations - Student Learning and Development

**QUALIFICATIONS:**
- Graduate Assistants must be enrolled in a graduate degree program at Iowa State University
- Strong communication skills
- Commitment to working with persons of diverse backgrounds
- Ability to work autonomously as well as collaboratively as a Student Activities Center and Memorial Union team member
- Ability to multitask in a fast paced environment
- Flexibility and personal initiative
- Previous experience with programming (e.g. campus, educational, leadership) and marketing preferred.

**BACKGROUND INFORMATION:**

The Student Activities Center exists to enhance and support holistic student development through involvement in diverse experiences. The Memorial Union exists to nurture common ground, enrich and sustain individual lives, and remember. If you would like further information, the SAC website is: www.sac.iastate.edu

**CONTACT:**

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