Graduate Assistant Position Description

Department: Student Union
Supervisor Name: Mike Burdman, Assistant Director

Assistantship Information:
The Florida Atlantic University Student Union prides itself on being the center for community and leadership on the Boca Raton campus. We emphasize student learning and involvement and are dedicated to providing excellent service. We are looking for candidates to uphold the values of community, learning, and excellent service as well as ownership and involvement.

Number of Positions: 1 - Marketing/Advertising and Programming Graduate Assistant

Summary of Job Function:
Graduate Assistant will learn to specialize in Marketing/Advertising and Programming for the Student Union. The GA is required to hold twenty office contact hours and is responsible for evening and weekend commitments through event coordination and implementation, special projects, and other assigned duties. GA will advertise and market upcoming Student Union Production events and assist in the oversight and recruitment of student board. GA will also take on special projects which include the development of advertisements and schedule for divisional initiatives such as Weeks of Welcome and After Dark Late Night Programming.

_X__ Supervising Students
_X__ Planning Programs/Events
_X__ Mentoring
_X__ Advising Student Organizations
         Responding to Student Conduct Situations
         Facility Management
         Emergency Response
         Presentation Facilitation/ Meeting Management
         Other

Duties and Responsibilities:
• Marketing and Advertising the Student Union and upcoming events
• Development of marketing materials, such as but not limited to flyers, banners, postcards, brochures, etc.
• Website maintenance and upkeep
• Social Media
• Work with the Student Union Productions committee to plan and promote programming, including late night and weekend programming

Additional Responsibilities:
In addition to these responsibilities, the GA is given the opportunity to become involved in committee work dealing with all facets of the Student Union, as well as the Division of Student Affairs and the Florida Atlantic University Community.
Additional duties may be assigned at any time at the discretion of the Student Union professional staff including, but not limited to the Director and Associate Director.

**Learning Outcomes:**
Graduate Assistant will be able to:

- Demonstrate an increase in intercultural proficiency through exhibited advocacy and intercultural awareness and sensitivity in their interactions and the ability to engage in safe and effective dialogue on issues
- Implement and employ proficiency in planning, managing, and assessing both small and large scale university events will maintaining a focus on client needs and anticipated outcomes
- Identify and implement strategies for enhancing campus community through student involvement in a variety of social, cultural, and academic programs

**Requirements:**
This position is for two academic semesters, with the possibility of continuation pending performance review. Applicants must be the recipient of a BA or BS from an accredited university. Applicants must be full-time degree seeking graduate students and in good academic and conduct standing. The Student Union GA must be available to work 20 hours a week, be available nights and weekends, and is not permitted to have outside employment.