



GRADUATE ASSISTANT for STUDENT ACTIVITIES AND STUDENT ORGANIZATIONS

The Graduate Assistant serves as a member of the Student Activities and Student Organizations team and has direct reporting responsibility to the Associate Director of Student Activities and Student Organizations. The mission of the Department of Student Activities and Student Organizations is to provide students diverse opportunities for enhanced learning through leadership development, personal involvement, and self-discovery in a dynamic co-curricular environment. The department serves as an integral part of the Division of Student Affairs and works closely with the Student Center Complex, William R. Butler Center for Volunteer Service and Leadership Development, Department of Orientation and Commuter Student Involvement, Multicultural Student Affairs, LGBTQ Student Center, and the Rathskeller.

The Graduate Assistant will work 20 hours a week, including nights and weekends in the Department of Student Activities and Student Organizations. The term of the position will be from August 1, 2020 to May 14, 2021, and may be renewed annually. The stipend will be prorated for May. This position does not include a tuition waiver.

Primary Responsibilities:

- Co-advises with the Associate Director and Assistant Director of Student Activities and Student Organizations the student programming board, Hurricane Productions. Hurricane Productions is the University of Miami's entertainment and programming board, and largest student-run organization. Hurricane Productions is comprised of seven committees; Canestage Theatre Company, Canes Night Live, Cinematic Arts Commission, Daytime and Special Events, Patio Jams, Rathskeller Advisory Board, and Concerts.
 - a. Provides on-site supervision at Hurricane Productions events
 - b. Attends weekly executive board and weekly general body meetings
 - c. Assists in managing programming account budgets
 - d. Develops and plans opportunities for leadership development with students involved in Hurricane Productions.
 - e. Meets weekly with student leaders to discuss progression and attainment of event plans and semester goals
 - f. Works with Shalala Student Center staff to reserve facilities for large-scale events and meetings, as well as SCC Tech Team.
 - g. Negotiates, reviews, and executes vendor agreements and performance contracts and works closely with Financial Operations, Risk Management, and the Office of General Counsel.
 - h. Assists in the development of comprehensive marketing plans for Hurricane Productions, including print, social media, and web.
 - i. Monitors and evaluates effectiveness of events through assessment (Org Sync) and student involvement surveys

Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job. Management reserves the right to revise duties as needed. (Revised 3/11)

Additional Responsibilities:

- Assists with department-wide programs including Canefest, Spring Involvement Fair, Commencement, University Lecture Series, Homecoming, Convocations, Student Fan Zone at home football games, Senior Send-Off.
- Performs additional responsibilities as assigned by the Associate Director of Student Activities and Student Organizations.

Knowledge, Skills, Abilities (KSA):

- a. Excellent English skills, verbal and written, required.
- b. Excellent oral and written communication skills, required.
- c. Demonstrated project management, time management and organizational skills, with the ability to manage details of multiple projects within firm schedules.
- d. Ability to operate professionally and autonomously.

Interested candidates should send a cover letter and resume to n.williamson@miami.edu.