

## Graduate Assistant for Campus Activities

**Position Summary:** Reporting primarily to the Assistant Director of Campus Activities with additional supervision from other Office of Campus Activities (OCA) professional staff, the Graduate Assistant is responsible for overseeing the day-to-day operations of OCA, including the coordination of student staff training and scheduling, the management and oversight of all student organization financial transactions, record keeping with a student organization services student staff team, and advisement of various department and student organization events.

**Essential Responsibilities Include:** Provide exceptional customer service; Provide day to day leadership of the student organization services team consisting of 4 undergraduate student staff; Coordinate ongoing training and oversight of undergraduate office staff; Create & maintain updated training resources for student organization leaders in print and on department websites; Serve as department liaison for various student organization events potentially including Relay for Life, Catholic University Model United Nations Conference (CUMUNC), and Centerstage Theatre Company regarding general event planning; Assist Program Coordinator for Events and Marketing with the planning and implementation of department events, such as: Orientation Extended, Family Weekend, Cultural & Educational Programming, and Safe Spring Break Week Activities; With the Assistant Director of Campus Activities, serve as an advisor to the Student Fee Allocation Board, assisting with the allocation and management of a Student Activity Fee Budget of more than \$600,000; With the Assistant Director of Campus Activities, advise the Student Organization Council comprised of representatives from student organizations to improve collaboration and serve as an advisory board to OCA.

**Minimum Qualifications:** Enrollment in a graduate program at the Catholic University of America (CUA) or another local College or University that will allow for 20 hours/week of work at CUA. Prior experience with student leadership, student organizations, student activities office work, residence life, or other applicable higher education involvement experience is expected.

**Preferred Qualifications:** Enrollment in a graduate program for Higher Education Administration, Leadership, Student Affairs, or something similar is preferred. Experience with event planning and customer service is preferred.

**Expected Hours:** 20 hours/week during the academic year. Night and weekend assistance may be necessary when academic conflicts are not present.

**Remuneration:** \$400.00/week