

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