

## **University Events & Conference Services**

### **Conference Services & Events**

#### **Stetson University**

**Part Time:** 12-month position, 20 hours per week

**Start Date:** August 2025

**Stetson Conference Services:** seeks an energetic, motivated, and detail-oriented candidate who will work to support and grow the Stetson Conference Services Department. Reporting to the Director of Conference Services, the successful candidate will assist with the coordination and execution of summer camps & conferences, external events, and Stetson Rowing Services program. This position will work with external clients assisting with event management, marketing, staffing, and project management. This position will also manage marketing and social media for the department.

**QUALIFICATIONS:** Current enrollment as a graduate student is required with preference in Business, Marketing, or Higher Education Leadership. We are looking for someone with critical-thinking ability and sensitivity to the needs of others; strong oral and written communication skills; demonstrated leadership and organizational ability; financial management ability; and the ability to work effectively both independently and collaboratively. We would like someone with experience in social media management or has a passion for marketing.

- Assist in the planning and execution of Summer Camps and Conferences and the Stetson Rowing Services Program.
- Manage the Events and Conference Services Social Media account. This includes attending events to manage photo opportunities.
- Oversee events to provide on-site support with audio-visual, campus information, catering, safety, etc.
- Assist with hiring summer conference and rowing services student staff. This includes the management of schedules throughout the year.
- Manage required documentation from clients for events and rowing services.
- Provide clients with exceptional customer service and respond to client requests in a professional and courteous manner.
- Maintain professional and courteous interaction with event attendees, university staff, faculty, students and co-workers.
- Have a comprehensive knowledge and adhere to all emergency and university policies and procedures. Maintain exemplary conduct and always enforce service standards as a representative of Stetson University and Conference Services Department.
- Other duties may be included that are not covered above.

**Compensation:** Assistantship Qualifications, Expectation, & Benefits Students must have completed their bachelor's degree before starting a graduate assistantship and students must be unconditionally or provisionally admitted to a Stetson graduate program. Students must take a minimum of six credit hours each semester (with the exception of Summer between enrolled semesters) and maintain a clear student conduct record throughout the

duration of their employment. Students are not eligible for a graduate assistantship if they are receiving the in-service tuition discount.

Graduate Assistants are expected to work 20 hours per week with majority of work in office. Work schedule will be determined each semester in consideration of course schedule and departmental needs. Some departments host events that may necessitate evening and/or weekend hours. Graduate Assistants are not expected to work when the university is closed (e.g. July 4) but should work with a supervisor to understand expectations for additional vacation/break time. Sick leave will be considered by the supervisor as needed.

**Graduate Assistants are compensated through a combination of scholarships and stipends, including:**

- A scholarship equal to tuition for four courses each year (two in Fall term, two in Spring term, none in summer term).
- A stipend of \$250 biweekly during the academic year and \$520 biweekly in the summer not to exceed of \$8,120 for the fiscal year. It is expected that the Graduate Assistant work with their supervisor to plan 20 hours of paid vacation during the summer months.

GA positions are awarded for a one-year period (July 1 - June 30). There is no expectation or guarantee that the GA position will be awarded in successive years to the same person.

Application Procedure: Please email application materials--a cover letter, resume, and contact information for three references to Taylor Church, Associate Director of Conference Services, at [tchurch@stetson.edu](mailto:tchurch@stetson.edu). Only complete applications will be considered.

Review of applications will begin immediately.