

## Graduate Assistant of Leadership & Student Events

### Student Development & Campus Vibrancy

The Graduate Assistant of Leadership & Student Events plays a key role in enhancing campus life by supporting the planning, execution, and assessment of engaging programs and events. This position works closely with professional staff and student leaders to foster a vibrant, inclusive, and connected campus community.

#### **Key Responsibilities:**

- Assist in the planning and implementation of major departmental events, including Late Night Breakfast, Top Hatter Awards, Ice Cream Walk, Orientation, and Weeks of Welcome.
- Provide logistical and on-site support for events, including setup, coordination, and breakdown
- Supervise and mentor student employees responsible for social media management, bingo, and trivia programming
- Support marketing efforts by collaborating with student staff to promote events and initiatives
- Serve as an advisor to Hatter Productions and Homecoming, guiding student leaders in event planning, organization, and execution

#### **Qualifications:**

- Must be a currently enrolled graduate student at Stetson University
- Strong organizational, communication, and leadership skills
- Experience in event planning, student engagement, or campus programming preferred
- Ability to work collaboratively with diverse student populations and campus partners
- Flexibility to work evenings and weekends as required for events

#### **Preferred Skills:**

- Experience supervising or mentoring student staff
- Familiarity with social media platforms and event promotion strategies
- Ability to manage multiple projects and deadlines in a fast-paced environment