

GRADUATE ASSISTANT OF LEADERSHIP AND STUDENT EVENTS

Overview:

The Graduate Assistant of Leadership & Student Events plays a key role in the department of Student Development and Campus Vibrancy by enhancing campus life and supporting the planning, execution, and assessment of engaging programs and events.

In addition to event planning and execution, the Leadership and Student Events GA supervises and mentors student employees responsible for social media management, bingo, and trivia programming and collaborates with them to promote campus events and initiatives. The position also serves as an advisor to Hatter Productions and Homecoming, providing guidance to student leaders in the planning, organization, and execution of programs that create meaningful engagement opportunities and contribute to a vibrant campus experience.

Duties and Responsibilities: <i>(lines can be added by hovering to the left of green dotted lines below)</i>	Critical Thinking & Problem Solving	Professionalism & Productivity	Teamwork & Collaboration	Communication	Digital Literacy	Leadership	Career Navigation	Global & Intercultural Fluency
Assist in the planning and implementation of major departmental events	x	x	x	x	x	x		
Provide logistical and on-site support for events, including setup, coordination, and breakdown	x	x	x	x		x		
Supervise and mentor student employees responsible for student programming	x	x	x	x		x		
Support marketing efforts by collaborating with student staff to promote events on-campus and through social media	x	x	x	x	x			
Serve as an advisor to Hatter Productions and Homecoming, guiding student leaders in event planning, organization, and execution	x	x	x	x		x		
Attend weekly Hatter Productions and Homecoming meetings to provide guidance, monitor progress, and ensure goals and deadlines are being met.	x	x	x	x		x		

Ensure all materials, supplies, and equipment needed for events are purchased and available in advance.		x		x				
Supports the daily operations of the Office of Student Development & Campus Vibrancy by completing additional projects and responsibilities as assigned.	x	x	x	x	x			
Cultivate and sustain relationships with students, faculty, staff, and community/program partners		x	x	x		x		
Facilitate communication between students, faculty, and staff in a professional demeanor		x	x	x		x		

Descriptions of the LevelUP Competencies can be found [here](#). (include "X" in the column of the applicable competency for each duty)

Eligibility:

- Must have completed a bachelor's degree before starting a graduate assistantship
- Unconditionally or provisionally admitted to an eligible Stetson graduate program
- Not eligible for a graduate assistantship if they receive the in-service tuition/scholarship discount
- Take a minimum of six credit hours per semester (except for Summer between enrolled semesters)
- Maintain a clear student conduct record throughout duration of employment
- Ability to work required 20 hours per week
- Maintain a minimum 3.00 GPA

Required Qualifications (include more as necessary):

- Strong organizational, communication, and leadership skills
- Experience in event planning, student engagement, or campus programming
- Ability to work collaboratively with diverse student populations and campus partners
- Flexibility to work evenings and weekends as required for events

Additional Information (include more as necessary):

- During the semester it is anticipated that students will work 20 hours per week.

Compensation:

- Graduate Assistants are compensated through a combination of scholarships (Fall and Spring) and bi-weekly stipends. Below is the information we know to be correct as of the date of posting. Please contact the Office of Student Employment for current compensation information.
 - A scholarship equal to tuition for four courses each year (two in Fall term, two in Spring term, none in Summer term). Student will be responsible for tuition exceeding the maximum each semester. Please be aware that the graduate assistantship scholarship is a tuition benefit and may be considered taxable income.

- A stipend of \$250 bi-weekly during the academic year (40 weeks) and \$600 bi-weekly in the summer (12 weeks), not to exceed \$8360 for the fiscal year. It is expected that the Graduate Assistant will work with their supervisor to plan 20 hours of paid vacation during the summer months.

Application Process:

Interested applicants should submit a résumé and/or cover letter via email to Allie Bourgeois at abourgeois@stetson.edu.

Position Information: (<https://www.stetson.edu/administration/vibrancy/>)

Department Name: Student Development and Campus Vibrancy

University Division: Campus Life and Student Success

Supervisor Name: Allie Bourgeois

Supervisor Title: Assistant Director for Student Programs

Position Number: SGD013

Pay Level: 1