



## **Weekend Programming**

### Graduate Assistant Position Description

**Summary of Position:** The Weekend Programming graduate assistant in the Center for Student Involvement will play an integral role in assisting with the planning and implementation of all Weekend West Georgia and Stay West Weekend programming and events to help increase the vibrancy of campus life for the students at the University of West Georgia.

#### **Position Duties:**

- Plan, manage, and market all weekend programs; Weekends West Georgia and Stay West Weekends
- Manage Weekend Programs budget and expenditures and contracts, following all university policies and procedures
- On-site program management/supervision of all Weekend West Georgia programs and Stay West Weekend events
- Supervise four student workers that will help attend/manage events with Graduate Assistant
- Conduct assessment of all Weekend Programs
- Manage marketing and advertising for CSI/Student Activities Council; creation of posters, manage Facebook and Twitter accounts
- Assist, when needed, in the advisement of the Student Activities Council (committees and directors to be determined), includes assisting with on-site management of events, advising of students, and advertisement
- Attend department staff meetings, SAEM division staff meetings and supervisor 1-1s
- Assist with departmental programs and activities as needed. ( i.e. Preview Day, Homecoming, Organization Fairs, Campus Activities Awards Program, Welcome Events)
- Assist with other office functions as needed, including assisting with front office duties; telephone and customer service as needed
- Report directly to Assistant Director for Student Events and Programs

#### **Desired Skills and Qualifications:**

- Strong desire to learn and contribute to the overall mission of the Center for Student Involvement
- Proficiency with Microsoft Office software; Word, Excel and Publisher
- Knowledge of and experience with Photoshop and Adobe Illustrator, InDesign
- Knowledge and use of social media (Facebook, Twitter, Instagram)
- Excellent written and verbal communication skills
- Provide excellent customer service and exhibit strong attention to detail
- Event planning experience, highly desirable