Title: Event Services & Student Media Graduate Assistant

Reports To: Charles Amerson, Director of Student Centers
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Applications Accepted At: https://www.hartford.edu/student_affairs/departments/sca/graduate_assistantships/default.aspx

The Event Services & Student Media Assistant (Graduate Assistant) will learn to specialize in event planning, multi-use facilities management, student media advisement & supervising student staff in a college union environment.

Duties:

- **Event Services**
  - Serves on the Event Services Committee for student events. Co-chairs the seasonal student event advance planning meeting. Holds regular "Drop In Hours" for clubs & organizations to answer questions and advise student leaders regarding event planning & implementation.
  - Evaluate & process registered student organization and authorized student activities online reservation requests. Provide event coordination trainings for student groups.
  - Assist with management of the event management & promotion systems such as University Tickets, 25Live, Hootsuite, Social Tables, Humanity/Shift Planning, Master Fader, Star Rez, Lightpad, On Campus Text, Pool House Manager & desktop publishing/graphic design applications.
  - Conduct assessment of event services, benchmark offerings, develop action plans, implement changes, & track progress.
  - Schedules department special event staff with duties ranging from point of sales, ushering, security, ticket takers, traffic control & large scale audio-visual services.
  - Coordinates billing & invoicing activities for registered student organizations & authorized student activities. Coordinates and communicates with department staff & appropriate units regarding event support, including distance delivery, audiovisual, custodial, set-up, equipment, security, parking, communications & billing.

- **College Union Management:**
  - Perform regular on-duty/on-call manager duties including maintaining department emergency phone, opening, closing, cash & emergency procedures as assigned.
  - Co-leads weekly Operations Managers briefing meeting for coordinating space set-up, event logistics, staffing & equipment needs.
  - Supervises one or more undergraduate Operations Mangers in work area management, hiring, staffing, training, scheduling & evaluating student employees in customer service, leadership, problem solving, critical thinking, event planning, etc.

- **Student Media Advisement**
  - Assists the Director in advising & supporting the events & operations of one of three student media organizations (*The Informer* newspaper, WSAM Radio & STN 2 news
broadcast) which includes the budgeting & advising of student fee funded media organizations.

○ Meet regularly with organization presiding officials to help set agenda for meetings, maintain a working knowledge of the area’s operations, assist in program coordination, maintain a working knowledge of equipment needs & repairs, budgets & budget request process.

Qualifications:

• Experience within a College Union, Student Activities, event planning or student development environment is highly desired. Experience with a college/University level student newspaper, radio station &/or televised broadcast is a plus.

• Be enrolled in a Master’s degree program within a Greater Hartford Metropolitan area accredited higher education institution by May 20, 2019 and begin the internship experience by July 1, 2019

• Be able to perform physical requirements such as climbing ladders, intermittently sitting, standing, stooping, pushing and/or pulling, lifting up to 25 lbs. and using equipment requiring high dexterity

Compensation:

• 10 month renewable contract, when Fall & Spring semester classes are in session, for $13,800 which will be paid out in bi-weekly increments. (Additional work during break periods will be paid at a rate of $11.00 per hour)

• University owned apartment with a fully equipped kitchen & furnishings

*** Note ***:

○ Contracts for the position are based on a one academic year, renewable agreement. Reappointment after the first year is limited to one additional academic year as mutually agreed upon by the department & intern, unless special agreement is made between the student & the Director of Student Centers

○ Contract terms may change after the first academic year based on performance of the successful candidate & other conditions

○ Application review will begin March 15, 2019 & will continue until the position is filled