The University of Hartford’s Student Centers Administration presents an anticipated opening for a qualified graduate student related to college union operations and student programming. The graduate assistant level position will have duties in:

- College Union Management
- Event Services (Reservations, Logistics Planning, Box Office/Ticketing Management, etc.)
- Late Night & Weekend Program Advisement

**Job Description:**

- **Advise The Nighthawks (Late Night/Weekend Programming)**
  - Coordinate the planning, marketing, management and evaluation of The Nighthawks late night event committee. Specific duties include budget management, event scheduling and logistics coordination. Monitor sponsored late night events. Train students on event programming and management. Recruit undergraduate students to actively participate in The Nighthawks. Have one-on-one meetings with students involved in sponsoring Nighthawks events.

- **College Union Management**
  - Perform Student Centers Administration on-duty/on-call manager duties as assigned. Manages department staff, operations and services in the absence of the Director of Student Centers as the on-duty/on-call manager. Responsible for opening and/or closing of facilities as assigned. Responsible for safety and security of facility, furnishings, equipment, guests, and employees. Executes emergency procedures (such as building evacuations or medical emergencies) as necessary.

- **Event Services**
  - Serves as recording secretary for the Student Event Services Committee review meetings (prepare weekly agenda and minutes) based on reservation reports. Collaborate with different University departments in the planning, risk assessment, execution, logistics and coordination of over 1,000 student events.
annually (venue, room setup, AV, insurance/permits/contracts as required). Schedule department event staff. Manage the Hawk Hub (University Tickets) system. Uses 25Live to reserve resources, event spaces and Social Tables to create event diagrams for the Gengras Student Union, Konover Campus Center and the University Commons.

Qualifications:
- Candidates must be accepted into a graduate program for the Fall 2018 in preparation for a career in event management, college union administration or student activities within the Greater Hartford, CT area by May 29, 2018
- Significant experience is highly desired in College Union operations and/or Late Night student programming
- Able/eligible to operate a university owned or rented recreational or motor vehicles
- Operate software programs such as University Tickets, 25Live, Hootsuite, Social Tables, Humanity/Shift Planning, Master Fader, Star Rez, Lightpad, On Campus Text, Pool House Manager, Microsoft Office suite and desktop publishing/graphic design applications
- Able to multi-task and work independently with limited supervision
- Must have excellent decision making and customer service skills
- Must have the ability to troubleshoot while working under pressure
- Be able to effectively work in a team environment with diverse groups
- 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
- Ability to organize
- Strong communication skills
- Availability to be on duty and attending department trainings as required/requested

Compensation:
- $13,800 paid bi-weekly for thirty hours of work based on a 10 month renewable contract (Additional regular academic year and summer month (June to July) hours will be paid at a rate of $11.00 per hour)
- An on-campus apartment with a fully equipped kitchen and furnishings (shared with another, same gendered graduate student)

*** 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 and intern, unless special agreement is made between the student and the Director of Student Centers
- Contract terms may change after the first academic year based on performance of the successful candidate and other conditions
- Application review will begin March 19, 2018 and will continue until the position is filled