

GRADUATE ASSISTANT OFFICE OF STUDENT ACTIVITIES

EMERSON COLLEGE

(Open Position September 2009)

The Graduate Assistant in the Office of Student Activities will gain experience in the following areas:

Leadership and Programming:

Serve as an active member of as many of the following programming committees as is applicable:

- Undergraduate Orientation
 - Campus Activities Board
 - Welcome Week Programming Committee
 - Leadership and Professional Development Programming Committee
 - Social Programming Committee
 - Theme Month Programming Committee [IE: Women's HERstory Month]
 - Cultural Programming Committee
 - Family Weekend
 - Greek Week
 - Emerson Recognition and Achievement Awards [Hand Me Down Night]
 - Senior Week

Research new and creative leadership and programming for Emerson students and assist with organizing such opportunities.

Work closely with students and staff to gain a sense of students' interests and expectations through meetings, polling the campus and surveys. Collaborate with student organizations and departments on programming and marketing efforts.

Marketing:

Coordinate, solicit and organize programming resources, materials and strategies for use by student clubs, organizations and other college departments.

- Research and implement effective marketing strategies and procedures that will increase student involvement and participation on campus through attendance in organizations and at events.
- Create and maintain files and information pertaining to reputable agents and vendors of activities based services as well as information on past programs.

Office Management and Coordination:

Work with the Director of Student Activities to provide oversight of our office as well as our leadership and campus programming. Additional tasks may include but will not be limited to:

- Work with the Director of Student Activities, members of the Student Life Office and student workers on any logistics, marketing or administrative tasks involved in the implementation and execution of leadership and programming opportunities.
- Track and tally data concerning leadership and programming opportunities, such as attendance, logistical concerns, adjustments needed, number of events/semester, applicable statistics compared to other colleges/universities.
- Work with student organizations on their plans for the semester and create an Activities' calendar that includes both student programs as well as events planned through the department. Include this in the monthly e-newsletter as well as potentially in marketing efforts.
- Create a monthly e-newsletter announcing Student Activities news and events. Work with students, staff and faculty to gather event information, feature profiles of students and highlights of current events. These monthly e-newsletters will be sent to applicable staff/faculty and students to update them on Student Activities and special features.
 - Staff night and/or weekend events. Manage the logistics of these programs and supervise student workers assisting with the execution of such events.

- Research other colleges and universities that have a programming board and learn how institutions structure this organization, filing applicable information, procedures and data.

Cross Departmental Collaboration:

Work on projects with other departments such as Athletics, the Office of Housing and Residence Life, Health and Wellness, Institutional Advancement, Admission and Service Learning.

Please Note:

The individual in this role will work a flexible and salaried 10-20 hours per week. This position includes opportunities for professional development.

Please e-mail a cover letter and resume to:

nicole_witkov@emerson.edu

Or mail to:

Nicole Witkov-Rooney
Director of Student Activities
Emerson College
120 Boylston Street
Boston, MA 02116

Interviews for this position will be conducted in the summer of 2009.