**Student Activities Graduate Assistant**

**Program Overview**
CAS describes the contemporary purpose of Campus Activities offices and programming as “the combined efforts of clubs and organizations established for and/or by students to serve to educate, develop, or entertain the campus community” (CAS, 2012, pg. 92). Campus Activities Program (CAP) programming should then “enhance the retention and graduation of students and strengthen campus and community relations” (CAS, 2012, pg. 94).

We have adapted these statements to provide a clear and concise vision and purpose for student activities programming at East Carolina University, summarized best by our three ‘E’s – Educate, Engagement, and Entertainment – and embedded three key learning outcomes into our office and all programming.

“We will contribute to the holistic student experience through student development and involvement. We will: EDUCATE, ENGAGE, AND ENTERTAIN.”

**The University**
East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of nearly 27,000 students, making it North Carolina’s third largest institution of higher learning. The main campus is adjacent to uptown Greenville, NC, a city of over 62,000 people. Greenville is the hub of the eastern North Carolina coastal plains and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, within easy driving distance of coastal resorts.

**Requirements for Candidacy**
We seek candidates who are graduate degree seeking students in the College of Education, College of Business, Counseling, or related field who meet the following:

**Required Qualifications:**
- Enrollment as a full-time graduate student at East Carolina University
- Continued enrollment of a 3.0 GPA or higher
- Bachelor’s Degree from an accredited college or university
- Excellent Written and Oral communication
- Intermediate Skills in Microsoft Word, Excel, and Powerpoint
- Flexible schedule to work nights and weekends, totaling 20 hours per week during the academic semesters.

**Preferred Qualifications:**
- Past participation or leadership experience in Student Activities
- Experience in Event Planning and Management.
- Experience in public relations, marketing, or communications.

**Scope of Position**
The position entails a mix of administrative tasks, event planning and management, assisting with major events, and implementing effective marketing plans for SAO events.

As a result of this Graduate Assistant position, students will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

- Personal Foundations
- Assessment, Evaluation, and Research

**Responsibilities**
Responsibilities of the position are:

- Assist with the development, marketing, execution, and assessment of campus events and programs for the general student population of East Carolina. Specific events include Pirate Night, Jazz @ Night, and Day of Relaxation.
- Collaboratively work with the Student Affairs Development Office to solicit local, regional, and national businesses to attend SAO Market Days. Plan and successfully execute three Market Day events.
- Will also assist with day of execution for large scale events, including Barefoot on the Mall.
• Must be an approved university driver and may be responsible for PGV airport pick up, drop off, and general transportation (local Greenville, NC only) of bands, artists, and lecturers.
• Other responsibilities will include administrative support for the Office of Student Activities and Organizations and a wide variety of office duties.
• Other tasks as assigned by the Assistant Director for Student Activities.

DATES OF EMPLOYMENT & COMPENSATION
• Expected work dates are August 18, 2015 – December 12, 2015 and January 5, 2016 – May 8, 2016
• Stipend of $9,427 for 9 months.
• $12,573 scholarship awarded each semester of employment based on meeting the GPA requirement.

APPLICATION PROCESS
Apply for this position via the website http://www.ecu.edu/cs-acad/hireapirate/. Along with the electronic application, prepare to upload a cover letter, updated resume, and list of three references including name, phone number and email address. For additional information about this specific Graduate Assistantship, contact Justin Janak at (252) 328-5734 or janakj@ecu.edu.