



**Graduate Assistantship for Programming
(Spotlight Productions and Kirkhof Center Programming)
Office of Student Life**

Position Purpose: To provide administrative support for development and implementation of campus life programming. This includes the advising of the student organization Spotlight Productions.

Supervisor: Ryan Neloms, Assistant Director of Event Services

Remuneration: A stipend of \$9,000 for a 10 month appointment. A tuition waiver covers up to 24 credit hours per year.

Responsibilities: Typical areas of responsibilities may include, but are not limited to, the following:

1. Coordinate major campus events and programs that support a vibrant campus life community.
2. Advise student leadership of the major campus programming organizations.
3. Assist with managing various program budgets.
4. Develop and implement creative marketing strategies for campus events and programs.
5. Create and deliver presentations, retreats, strategic planning meetings, and other leadership development activities.
6. Partner with other University departments in developing and implementing major programs by coordinating events, programs, and volunteers.
7. Serve as liaison to various constituents, including on-campus and off-campus agencies and departments.
8. Coordinate and implement events, workshops, and retreats to aide in student retention and success.
9. Participate in various weekly staff meetings, head up special projects.
10. Other duties and/or special projects as assigned.
11. A willingness to work irregular hours, including evenings and weekends

Requirements: Full time in the Master of Education, College Student Affairs and Leadership Program through the College of Education. Previous experience in campus programming, event planning, Housing and Residence Life, and advising student organizations preferred.

Team: The Programming Graduate Assistant is a part of the Office of Student Life Programming Team. This team is comprised of the Assistant Director of Event Services, Associate Director of Student Life, two programming Graduate Assistants, Student Staff Assistants and student leadership from Spotlight Productions.

Contact: For additional information please email:

- Ryan Neloms at nelomsry@gvsu.edu

For more information: www.gvsu.edu | www.gvsu.edu/csai | www.gvsu.edu/studentlife