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**Position: Graduate Assistant, Memorial Union Gallery**

The NDSU Memorial Union provides student employment opportunities that intentionally promote the development of transferable skills and growth in interpersonal communication, problem solving, critical thinking and professional development.

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| **Duty/Responsibility No:**  |  1 | **Assist in administration of gallery + store** |
| **Percent of Time:**  | 50% |
| * Assist in recruitment, orientation, and supervision of 6 – 10 student employees.
* Assist in facilitating meetings, installs, strikes, and special events with gallery team.
* Model and facilitate best practices in handling art, hanging, striking and installation of exhibits.
* Assist with collection management, registration, and loans.
* Create, update, and manage consignment contracts with Gallery Store vendors.
* Remerchandise store and select new merchandise on a seasonal basis.
* Collaborate with various departments and student groups to create store patrons and find vendors.
* Train Student Assistants on customer service and retail best practices.
* Collect and track evaluation data for programs, exhibitions, events, and store sales.
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| **Duty/Responsibility No:**  | 2  | **Gallery marketing and audience development** |
| **Percent of Time:**  | 40% |
| * Assist with developing and implementing a new marketing plan.
* Become familiar with website and social media accounts to assist in development of cohesive online presence.
* Work with Student Assistants and Union staff to revise and maintain gallery’s brand.
* Work with faculty (Visual Arts and other departments) to encourage student participation in the gallery.
* Work with student organizations, Residence Life, Greek Life to encourage student participation in the gallery.
* Promote gallery at various campus and community events.
* Assist in identifying partnerships locally, state-wide, and regionally for programming.
* Work with graphic designers, Student Coordinator, and Visual Arts and Gallery Coordinator in developing flyers and promotional materials for events.
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| Duty/Responsibility No:  | 3 | **Personal and professional development** |
| Percent of Time:  | 10% |
| * Assist in budget development and presentation process for related programs.
* Develop and present workshops on related topics.
* Participate in professional development opportunities.
* Serve as ex officio member and secretary for the Memorial Union Gallery Advisory Board (MUGAB).
* Participate as active member of Student Activities and Memorial Union teams.
* Other duties as assigned.
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| **Duty/Responsibility No:**  |  5 | **Statement of duty/responsibility** Provide excellent customer service and work effectively in a team environment.  |
| **Percent of Time:**  | 100 |
| **Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)*** Provide prompt, courteous and efficient excellent customer service to all visitors, students, faculty and staff.
* Establish and maintain strong, supportive and positive working relationships with co-workers and customers.
* Maintain a high level of morale within the department and present self as a positive role model.
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|  **SPECIFIC SKILLS OR EQUIPMENT REQUIRED**  | **Minimum Qualifications:** Graduate Assistant must be admitted to a graduate program at NDSU and maintain a minimum of 6 credit hours and a 3.0 grade point average for duration of appointment. Other qualifications: 1) bachelor’s degree; 2) strong oral and written communication skills; 3) a high degree of initiative and the ability to carry out tasks to completion in a multi-tasking environment;4) the ability to work with a diverse group of people.**Preferred Qualifications:** Demonstrated experience in event planning, program promotion, marketing, and workshop presentation is desired. |
|  **Additional Information**  | **Terms of Employment:** Employment requires an average of twenty hours per week with appointment for early August 2015 through May 2016. **Compensation:** $9000 and an NDSU tuition waiver**For more information about Graduate Assistantships visit the following website:** <http://mu.ndsu.edu/employment/>**Application Materials:** Cover letter, resume and names, addresses and phone numbers of three professional references.**Submit application materials to: Emily.R.Carrow@ndsu.edu or call 701-231-6519**Application review begins April 20, 2015 |