

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.

This position does not require any Art or Gallery experience. Passion, curiosity and divergent thinking skills are a must!

Duty/Responsibility No:	1	Assist in administration of gallery
Percent of Time:	50%	
<ul style="list-style-type: none"> • Assist in recruitment, orientation, and supervision of 4-6 student employees. • Assist in facilitating meetings, installs, strikes, and special events with gallery team. • Create a focused research project that supports Gallery or Campus programming, education or outreach • Model and facilitate best practices in handling art, hanging, striking and installation of exhibits. • Collaborate with various departments and student groups to create store patrons and find vendors. • Assist with collection management, registration, and loans. • Collect and track evaluation data for programs, exhibitions, events, and store sales. 		

Duty/Responsibility No:	2	Gallery marketing, education and audience development
Percent of Time:	40%	
<ul style="list-style-type: none"> • 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 to develop educational programming to supplement exhibition • 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. • Develop work plans, strategies and support for integrating education and awareness into all aspects of gallery programming. 		

Duty/Responsibility No:	3	Personal and professional development
Percent of Time:	10%	
<ul style="list-style-type: none"> • 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 Memorial Union teams. • Other duties as assigned. 		
Duty/Responsibility No:	5	Statement of duty/responsibility
Percent of Time:	100	Provide excellent customer service and work effectively in a team environment.
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) <ul style="list-style-type: none"> • 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. 		

SPECIFIC SKILLS OR EQUIPMENT REQUIRED	<p>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:</p> <ol style="list-style-type: none"> 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. <p>Preferred Qualifications: You are not required to have any art or Gallery experience but demonstrated experience in event planning, program promotion, marketing, and workshop presentation is preferred. Interest in education, research or community outreach is desired.</p>
Additional Information	<p>Terms of Employment: Employment requires an average of twenty hours per week with appointment for early August 2018 through May 2019.</p> <p>Compensation: \$12000 and an NDSU tuition waiver</p> <p>For more information about Graduate Assistantships visit the following website: http://mu.ndsu.edu/employment/</p> <p>Application Materials: Cover letter, resume and names, addresses and phone numbers of three professional references.</p> <p>Submit application materials to: wendy.baumann@ndsu.edu or call 701-231-6519</p> <p><u>Application review begins April 13, 2018</u></p>