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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. | | | |
| **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](mailto:Emily.R.Carrow@ndsu.edu) or call 701-231-6519**  Application review begins April 20, 2015 |