**Graduate Assistant for Activities Programming**

        Campus Attractions - Student Advisement (70%)

o   Directly advise, train and mentor the Campus Live and Spotlight Coordinators

o   Provide assistance, advice and monitor student committee functionalities

o   Schedule bi-monthly/weekly meetings with the Campus Live and Spotlight Coordinators

o   Negotiate contracts

o   Oversee marketing of programs, public relations, audience development, and design assessment instruments

o   Assist with advisement of Campus Attractions, the student programming board

o   Participate in Executive Committee meetings

o   Assist with coverage of CA events

o   Assist with training of CA staff

o   Assist with development and maintenance of program budgets

o   Full attendance of CA retreats

o   Gather and Prepare Campus Attractions Annual Report

        Campus Programming Advisement (20%)

o  Assist with collective annual Homecoming initiatives

o Assist in the Congress of Student Organizations (CSO)

        Personal and Professional Development (10%)

o   Assist in budget development and presentation process for related programs

o   Develop and present workshops on related topics

o   Participate in professional development opportunities

o   Participate as active member of Student Activities and Memorial Union teams

o   Other duties as assigned

**Minimum Qualifications:** Graduate Assistant must be admitted to a graduate program at NDSU and maintain a minimum of 5 credit hours and a 3.0 grade point average for duration of appointment. Other qualifications: 1) bachelor’s degree; 2) strong oral, written, and communication skills; 3) a high degree of initiative and the ability to carry out tasks to completion in a multi-tasking environment; and 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.

**Terms of Employment:** Employment requires an average of twenty hours per week with appointment for early August 2016 through May 2017.

**Compensation:** $9,000 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:**

[Kim.Bruemmer@ndsu.edu](mailto:Kim.Bruemmer@ndsu.edu)

Phone: 701.231.8242

Application review begins February 1, 2016