The University

East Carolina University® is a constituent institution of the University of North Carolina System and has an enrollment of 28,798 students (as of fall 2020), making it North Carolina’s fourth-largest institution of higher learning. Adjacent to a vibrant uptown district, ECU’s Main Campus is in the heart of Greenville, North Carolina, a city of more than 93,000 people. Greenville is the hub of North Carolina’s coastal plain and serves as a business, medical and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and is within easy driving distance of coastal resorts.

Program Overview

Council for the Advancement of Standards in Higher Education (CAS) has conducted extensive research on the effects of campus activities offices across the nation and how programming positively impacts the student experience during college. It describes the contemporary purposes of this office and its programming as “the combined efforts of clubs and organizations established for and/or by students to serve, to educate, develop, or entertain the campus community” (CAS, 2012, pg. 92).

The Campus Activities and Events Office at East Carolina University strives to meet its mission in all of the work that it does with and for the students at East Carolina University. The mission is to engage students in meaningful involvement, programs, and advocacy to ensure that their strengths, passions, and talents are recognized and developed. The office and all its programs will contribute to the holistic student experience through student development and involvement.

General Description of Position

The Campus Activities and Events Office is seeking a highly energetic and organized Graduate Assistant for Programming. The role will aid in planning, marketing, and the execution of activities and events and serve as a Graduate Advisor to the Student Activities Board (SAB). They will work alongside the Assistant Director for Programming as well as the staff of the office. The Graduate
Assistant is expected to support other major functions assigned within the office. Additionally, the Graduate Assistant is expected to exercise a high degree of responsibility and independent judgement. Ideal candidates are self-starters who work in a highly organized fashion, exercise strong attention to detail, exhibit strong interpersonal skills, and are capable of working in a fast-paced environment.

Any individual offered this Graduate Assistant opportunity will gain the following core competencies based on the ACPS/NASPA Professional Competency areas for Student Affairs Professionals:

1. Personal and Ethical Foundations
2. Leadership
3. Advising and Supporting

**Responsibilities**

1. Serve as the Graduate Advisor to the Student Activities Board (SAB).
2. Advise one of the major committees of SAB by aiding in the planning and coordination of its events.
3. Hold 20 hours of office hours per week.
4. Provide on-site supervision for a variety of events.
5. Manage the programming calendar for the Game Room in the Main Campus Student Center and organize one (1) program per month.
6. Assist with the planning events and programs for the graduate student population on the main campus and health science campus.
7. Assist with the coordination of membership and leadership development for members of SAB.
8. Other duties as assigned by the Associate Director for Student Programming.

**Additional Responsibilities May Include:**

1. Work with the staff of Campus Activities and Events on events such as Homecoming, Pirate Palooza, etc.
2. Attend university committee meetings to promote campus partnership.
3. Attend NACA regional conferences and/or national convention to recruit and book talent such as magicians, musicians, comedians, novelty giveaways, etc.

**Requirements for Candidacy**

**Required Qualifications**
1. Enrollment as a full-time graduate student at East Carolina University.
2. Continued enrollment of a 3.0 grade point average (GPA) or higher.
3. Bachelor’s Degree from an accredited college or university.
4. Experience in conflict management, event coordination, and marketing.
5. Excellent written and oral communication.
6. Flexible schedule to work nights and weekends.

Preferred Qualifications
1. Past participation or leadership experience in a student organization.
2. Demonstrated knowledge of Engage.
3. Experience in public relations, marketing, or communications.

Dates of Employment and Compensation
1. Expected work dates: 8/23/2021 to 5/14/2021
2. Compensation: Stipend of $10,500.00 payable over 18 pay periods
3. Out-of-State Waiver: Not applicable for this position
4. Tuition and fees are paid in an amount up to but not exceeding the cost of Graduate and Professional Resident (In-State) Tuition and Fee charges for registered, full-time students (9+ house each semester). This is based upon the tuition and fee schedule of the preceding semester. This does not include special fees or additional tuition per credit hours associated with a specific major. Refer to http://www.ecu.edu/cashier/tufee.cfm for current information on tuition and fees.

Application Process
Priority deadline to apply for this position is 3/5/2021.

Apply for this position by emailing Emily Reynolds (reynoldse17@ecu.edu) your resume and a cover letter that states why you are interested in this position.

For additional information about this Graduate Assistant position, please contact Emily Reynolds at reynoldse17@ecu.edu.