



GRADUATE ASSISTANTSHIP: DEPARTMENT OF STUDENT ENGAGEMENT (PROGRAMMING)

PROGRAM OVERVIEW

The Department of Student Engagement houses Fraternity and Sorority Life office, the Student Organization Center, major campus programming, and the Student Activities Board, providing advising, support, leadership development, and resources to over 39 fraternities and sororities and more than 300+ registered student organizations.

THE UNIVERSITY

East Carolina University® is a constituent institution of the University of North Carolina System and has an enrollment of 27,151 students (as of Fall 2022), 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.

REQUIREMENTS FOR CANDIDACY

Applicants should possess a bachelor's degree and admission (or anticipated admission) in an accredited degree-granting graduate program at East Carolina University. Additionally, all applicants should be in good conduct and behavior standing with East Carolina University, as well as local, state, and federal laws. Qualified applicants should exhibit excellent oral and written communication skills, interpersonal and organization skills, possess some knowledge of cultural and social justice issues. Preferred candidates will also be detail-oriented, exercise high-levels of independent judgment, strong facilitation skills, and have experience utilizing technology and social media such as: Engage, online reporting tools, and Microsoft Office.

SCOPE OF POSITION

This position, awarded to a registered graduate student in good standing with the University, will work within the Department of Student Engagement to support the Student Activities Board. The Graduate Assistantship is based upon a flexible weekly and weekend schedule of approximately 20 hours per week during the academic semesters; the GA is expected to maintain a GPA of at least 3.0. The Assistant Director for Programming is the Graduate Assistant's immediate supervisor.

As a result of this Graduate Assistant position, the student will have the opportunity to gain the following core competencies based on the Competencies for Campus Activities Professionals offered by the National Association for Campus Activities:

- **Organization Development and Advising:** Campus activities professionals support and advise a wide variety of student organizations, especially the programming board. This includes relationship development, training for organization leaders, fiscal management, experiential leadership learning, strategic planning, and recruitment and retention.

- **Human Resource Management:** Campus activities professionals identify and hire student staff, and recruit and retain volunteers. This involves volunteer and staff management , supervising the work of student leaders, officers, and volunteers, and providing professional development opportunities, both internal and external.
- **Campus Culture and Community Building:** Campus activities professionals are vital to the recruitment and retention of students to the university by preserving institutional culture, expectations, and traditions. This involves knowledge and application of institutional culture, comprehension of institutional history, ability to navigate campus politics, and ability to cultivate a sense of belonging.
- **Program and Event Management:** Campus activities professionals manage continuing and distinct events. This includes policy management and development, assessment of programs and learning outcomes, utilization of technology, understanding legal issues and risk management, crisis avoidance and management, relationship building with internal and external constituencies and partners, event support, and intentionality in student learning.

GENERAL RESPONSIBILITIES:

- Report to professional staff under the leadership of the Director, and serve as a member of the Department of Student Engagement.
- Serve as a graduate advisor to the Student Activities Board (SAB), its officers, and committees.
- Provide on-site supervision for a variety of events.
- Assist with planning and implementation of events and programs for a variety of ECU students, including Homecoming, Pirate Palooza, and other campus-wide initiatives.
- Assist with the coordination of membership and leadership development for members and officers of SAB.
- Other duties as assigned or of special interest to the graduate assistant, including campus wellness, diversity, equity, inclusion, and belonging initiatives.

GRADUATE ASSISTANT EMPLOYMENT DETAILS

- Expected work dates to be mid August 2023 – May 2024.
- Stipend of \$10,500.00 for 2023-2024 academic year, which will be paid \$583.33 semi-monthly for eighteen (18) pay periods.
- Tuition and fee scholarship for Fall 2023 semester equal to the rate of a full-time, in-state graduate student. This scholarship does not constitute payment for any services provided and may be renewed for the Spring 2024 semester upon satisfactory work performance and fulfillment of Graduate Assistant position contract requirements.
- Out of State waiver; not applicable.

APPLICATION PROCESS

- To apply for this position please email the following documents to vickau22@ecu.edu - updated resume, cover letter, and list of three references including name, phone number, and email address. Final candidates will be contacted to arrange a time for an interview.
- For additional information about this specific Graduate Assistantship, contact Austin Vick, vickau22@ecu.edu, Assistant Director for Programming.
- Filling of this position is contingent upon the availability of funds.
- Priority deadline date for applicants is April 29, 2023.