



ECU

**STUDENT ACTIVITIES
AND ORGANIZATIONS**

Student Activities and Organizations - Graduate Assistantship for Programming

PROGRAM OVERVIEW

Student Activities and Organizations (SAO) provides advising, support, leadership development, and resources to over 400 registered student organizations. SAO oversees large-scale campus programming including Pirate Palooza, Halloween Havoc, and Homecoming. The Student Activities Board (SAB), a group of student programmers advised by the SAO office, plans over 20 programs each year to educate and entertain the students of ECU. Student Activities and Organizations is part of the Department of Student Engagement which provides opportunities for students to get involved, attend events and programs, establish a support network, and enhance their college experience.

THE UNIVERSITY

East Carolina University® is a constituent institution of the University of North Carolina System and has an enrollment of 26,940 students (as of Fall 2024), making it North Carolina's fourth-largest institution of higher learning. Adjacent to a vibrant downtown district, ECU's Main Campus is in the heart of Greenville, North Carolina, a city of approximately 90,000 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

To be considered for this position, applicants should hold a bachelor's degree and have been admitted (or anticipate admission) into 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 and local, state, and federal laws. We are looking for candidates with excellent oral and written communication skills, interpersonal and organizational skills, and knowledge of event planning or campus activities. Preferred candidates will also be detail-oriented, exercise high levels of independent judgment, have strong facilitation skills, and be proficient in technology and social media use, including online campus involvement platforms and Microsoft Office.

SCOPE OF POSITION AND RESPONSIBILITIES

This position, awarded to a registered graduate student in good standing with the University, offers a unique opportunity to work in Student Activities and Organizations. As a Graduate Assistant, you will provide administrative and advisory support to educational programs and services that support the area's mission and student success.

General Responsibilities

- Report to professional staff under the leadership of the Senior Associate Director, and serve as a member of Student Activities and Organizations and the Department of Student Engagement.
- Assist with daily operations
- Communicate updates and specific program needs with professional staff
- Assist with assessment reports, grants, and other data-related projects
- Support and develop communication with the campus community about programs and services

- Attend and/or present at Student Life, Student Affairs, ECU, and North Carolina Campus events
- Attend selected conferences and workshops, supporting the area's mission and student success
- Be assigned to selected work teams and campus and divisional committees

Programming Advisement

- 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, Halloween Havoc, Barefoot on the Mall, 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.

The Graduate Assistantship is based upon a flexible weekly schedule of approximately 20 hours per week during the academic semesters; the GA is expected to maintain a GPA of at least 3.0.

GRADUATE ASSISTANT EMPLOYMENT DETAILS

- Expected work dates are August 16th through May 8th
- Stipend of \$10,500 for the fall and spring semesters total, payable twice monthly
- Scholarships for each semester are based on a full-time, in-state graduate student base tuition rate
 - This scholarship does not constitute payment for any services provided
 - Scholarships will be renewed for the spring semester upon satisfactory work performance
 - This scholarship does not include any additional fees or costs outside of base tuition.
- Out of State waivers are not applicable

APPLICATION PROCESS

- Apply for this position by submitting a PDF version of your resume, cover letter/letter of interest, and three references which include the reference name, phone number and email address to bowenh@ecu.edu.
- Final candidates will be contacted to arrange a time for an interview.
- For additional information about this specific Graduate Assistantship, contact Hank Bowen, Senior Associate Director, bowenh@ecu.edu or 252-737-2271.