University of Massachusetts Amherst

On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Internship

Application Deadline: To ensure consideration email your resume, cover letter and application form to gasearchsai@umass.edu by the priority date of June 12, 2017. This vacancy notice will remain posted and applications will be accepted until the position is filled.

Job Description (No Clerical duties permitted):
General Summary of Position
Participate in all aspects of Student Activities and Involvement (SAI) within Student Engagement (SE), including campus-wide event planning, registered student organization (RSO) advising, and officer training development. This graduate assistantship provides opportunities to gain experience in recruitment, retention, event management, group development, advising, working with various constituencies, and assessment. Reappointment is dependent on department need, performance evaluation, experience, academic standing, and funding availability.

Duties and Responsibilities
1. Advise assigned registered student organizations (RSO) on all aspects of organization development, such as group dynamics, leadership development, event management, and similar areas.
2. Collaborate with Assistant Director for Leadership and Training in planning and implementation of Activation and RSO Officer Training.
3. Participate in planning and executing events within SAI including First Week, Homecoming, UMass Night Out, Winter Expo, The Sammies, and others as needed. Assist with coverage of weekend and evening events.
4. Participate in daily operation of SAI
5. Perform other related duties as assigned.

Supervisor: Assistant Director for Leadership and Training

Compliance Requirements
Graduate students filling assistantships in Student Affairs and Campus Life have specific expectations placed on them as employees of the University of Massachusetts Amherst. Among these is the requirement to fulfill reporting responsibilities as prescribed and
required under applicable federal and State laws. These include but may not be limited to requirements under Title IX; Clery Act; FERPA; HIPPA; Massachusetts Conflict of Interest laws. Additionally, this applies to adhering to University policies and agreements (e.g., collective bargaining agreement).

Fulfilling these expectations includes addressing and reporting related violations by students, staff, faculty or others. Related training will be provided to all SACL graduate assistants. These expectations may be amended in conjunction with changes in Federal and/or State mandated reporting requirements, and/or University policies or agreements. Graduate students unwilling to meet these requirements are not eligible for appointment to a SACL graduate assistantship.

Experience Required:
1. Enrollment as graduate student in good standing during entire term of appointment.
2. Eligible for appointment to this assistantship, as determined by the Graduate School.
3. Available to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.
5. Graduate student enrolled in a degree granting program related to the job duties.
6. Experience in or demonstrated knowledge of event planning.
7. Ability to work with diverse student leaders and department staff.
8. Ability to communicate effectively both orally and in writing.
9. Skills in time and budget management.
11. Flexible schedule depending on workload and event schedules.
12. Ability and willingness to work some evening and weekend hours as is necessary.

Additional Information:

Dates of Appointment: From 08/27/17 To 05/26/18
Hours/Wk 20 Stipend $ 25.23
How to Apply: Call In Person Submit Resume
Dept. Name : Student Activities and Involvement Contact Person: Colette Nadeau, Personnel Coordinator, cnadeau@umass.edu
E-Mail contact: gasearchsai@umass.edu
Bldg. Address: 321 Berkshire House Phone: 413/545-3604