On Campus Graduate Assistantship Vacancy Notice

Completed form should be mailed to Gradappt@grad.umass.edu to be posted at http://www.umass.edu/gradschool/assistantship/job_post.htm

Type of Appointment: Internship

Application Deadline: Priority Deadline 5/8/15

Job Description (No Clerical duties permitted):
The North Village Community: North Village is the University’s Family Housing Community. Residents must be married or have legal custody of a dependent child/children prior to being offered an apartment. North Village offers a total of 237 apartments, 120 one-bedroom apartments and 104 two-bedroom apartments.
The Program Coordinator for the North Village Community position is a 15-hour per week assistantship during the academic year. The Program Coordinator is supervised by the Residence Education Apartment Complex Coordinator. The Program Coordinator plans and implements a programming series that meets the needs of the North Village community. The Program Coordinator is hired for a period of one academic year, with renewal contingent upon satisfactory performance and evaluation.

Experience Required:
• Good standing as a graduate student in a degree-granting program
• Experience planning small and large-scale events
• Strong interpersonal communication skills and the ability to interact with a diverse population of undergraduate and graduate students and their families
• Familiarity with the needs of undergraduate and graduate students with families.
• Excellent written and verbal skills with experience in computer applications such as Microsoft Word, Powerpoint, and Excel.
• Some evening and weekend work required

Additional Information:

Dates of Appointment: From 08/09/15 To 06/30/16

Hours/Wk 40 - training - 20 academic year Stipend $ 22,760.00

How to Apply: Call ☐ In Person ☐ Submit Resume ☑

Dept. Name: Residential Life Contact Person: Dawn Briggs
E-Mail contact: dbriggs@umass.edu

Bldg. Address: Berkshire Room 211  Phone: 413-545-6923