University of Massachusetts Amherst

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: Submit resume, cover letter, and application form that is posted with this vacancy notice by the Priority Date June 7, 2016 to ensure consideration to GAsearchSE@umass.edu. Position will remain open until filled.

Job Description (No Clerical duties permitted):

A. General Description
As a member of Student Activities and Involvement (SAI), and supervised by Associate Director SAI, the Graduate Intern/Assistant for Student Organization Resources will manage and supervise student staff of the Student Organization Resource Center (SORC) providing support and information to Registered Student Organizations (RSOs) and SAI staff. This internship offers opportunities to: apply theories of student and organizational development, gain practical experience in student activities and event planning, and utilize techniques of program management. Reappointment is dependent on department need, performance evaluation, experience, academic standing, and funding availability.

B. Required Duties
1. Assess support and resource needs of RSOs and SAI customers on an ongoing basis by working closely with SAI event scheduling coordinator, other staff, and RSO and student government leaders; develop, propose and implement ways to meet those needs.
2. Work closely with SAI staff on large RSO events & Officer Orientation program.
3. Interview, hire, train, schedule work, supervise, and evaluate performance of SORC student staff, including Assistant Manager, Organization Resource Specialists (ORS), and Event Consultants (ECOs).
4. Oversee the event development process - including communication, completion of forms, and event implementation, documentation, and evaluation - by working closely with RSO leaders and ECOs.
5. Oversee social media and marketing initiatives for SAI and the SORC.
6. Other related duties as assigned.

Experience Required:
C. Minimum Requirements
• Graduate student enrolled in a degree program related to job duties & in good academic standing.
• Experience in or demonstrated knowledge of event planning or student governance in a higher education setting.
• Ability to train and supervise students; time and/or budget management skills.
• Knowledge of, or experience with, diverse student populations; willingness to address diversity issues related to event development and student group services.
• Excellent communication skills.
• Ability to use MS Word, Publisher, and Excel in Windows or comparable computer software; experience using the Internet for Web pages and email.
• Must be highly motivated and willing and able to take the initiative when necessary.
• Ability and willingness to work some evenings and weekend hours as is necessary.

Additional Information:

Dates of Appointment: From 08/21/16 To 05/27/17

Hours/Wk 20  Stipend $ 24.38

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

Dept. Name: Student Activities and Involvement  Contact Person: Colette Nadeau, Personnel Coordinator

E-Mail contact: GAsearchSE@umass.edu

Bldg. Address: 321 Berkshire House  Phone: 413/545-3604