Graduate Assistant Statement of Duties

TITLE: Project Assistant/Assistant for Events and Programs  
DEPARTMENT: Student Engagement and Leadership/University Programming Council  
APPOINTMENT TERM: September 4th 2022 to May 27th 2023  
*Summer Contract for Fall & Training: August 21st to September 3rd  
HOURS: 20 hrs per week  
STIPEND: $30.33 an hour, $1,213.20 paid bi-weekly, $23,050.80 for the appointment term  
APPOINTMENT RENEWAL: Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

General Description:  
Work with advising staff to plan, organize and implement staff-initiated campus-wide events and programs for Student Affairs and Campus Life. Participate in the advising of the University Programming Council (UPC) and registered student organizations (RSO). The campus-wide events touch on recruitment of new students and retention of current students, in keeping with the larger goals of the university. 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, experience, satisfactory performance evaluation, academic standing, and funding availability.

A. Required Duties:
1. Research, develop and implement events and programs for the university.  
2. Assess programs.  
3. Assist with recruitment and Admissions events.  
4. Participate in planning and executing events including First Week, Homecoming, Winter Expo, Blackout Weekend, The Sammies award ceremony, and others as needed.  
5. Work with the supervisor in advising UPC in areas of group development, event development, risk management, budget management, and marketing.  
6. Assist with coverage of weekend and evening events.  
7. Participate in daily operation of SAI and Student Organization Resource Center  
8. Perform other duties as assigned.

B. Minimum Requirements:  
1. Graduate student in good academic standing enrolled in a degree granting program related to the job duties, such as higher education and student activities  
2. Experience in or demonstrated knowledge of event planning.  
3. Knowledge of, or, experience with diverse student populations; willingness to address diversity issues related to event development and student group services.  
4. Ability to work with diverse student leaders and department staff.  
5. Ability to communicate effectively both orally and in writing.  
6. Skills in time and budget management.  
8. Flexible schedule depending on workload and event schedules.  
9. Ability and willingness to work evening and weekend hours as necessary.
C. Supervision Received:
Supervised by the Director of Student Engagement & Leadership

D. 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.

E. Compensation and Benefits:
Specific compensation and benefits accruing to graduate assistantships are informed by the collective bargaining agreement (“Contract”) with the Graduate Employees Organization (“GEO”) in force during the appointment period. All Graduate Assistants should review this agreement carefully for detailed explanations of compensation and benefits that may apply. Generally, however, Graduate Assistants receive:
1. A stipend based on the number of weekly hours allocated to the applicable assistantship;
2. Tuition and curriculum fee scholarship waiver (as provided in the GEO Contract);
3. Reduced fees for health coverage; and,
4. Vacation leave

Some assistantships may receive additional compensation reflecting specific requirements of the assistantship. In the case of this assistantship, the following additional compensation is provided –

F. Collective Bargaining Agreement:
Graduate Assistants are employees of the University. Appointments to graduate assistantships must be approved in advance by the Graduate School. Employment matters are guided and informed by University policy and by provisions of a collective bargaining agreement (“Contract”) with the Graduate Employee Organization (“GEO”), a recognized employee union at the University. GEO is affiliated with the United Auto Workers.

The GEO Contract can be found at:

Priority Deadline: August 5th 2022