

## Student Engagement & Leadership

### Graduate Assistant Position Description

**TITLE:** Graduate Intern/Assistant Director Student Union Craft Center  
**DEPARTMENT:** Student Engagement and Leadership  
**SUPERVISOR:** Director, Student Union Craft Center  
**Weekly Hours:** 20 hours per week  
**Stipend:** \$32.66 per hour for the appointment term, paid bi-weekly  
**Appointment Term:** August 18, 2024 to May 16, 2025 (38 weeks)  
**Periods of Non-Responsibility:** Please submit requests for time off to supervisor in advance.  
**Appointment Renewal:** Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

### Student Affairs and Campus Life (SACL)

Student Affairs and Campus Life is committed to providing meaningful assistantship experiences for graduate students, particularly when these experiences enhance SACL priorities and are relevant to the pursuit of a graduate assistant's professional goals. It is within this context that SACL makes this assistantship available.

### General Summary of Position

The Assistant Director will assist in implementing and managing the programs and operations of the Student Union (SU) Craft Center, including supervision of student employees, crafts and technology training, and other daily and expansive center operations. Graduate assistant director assumes all managerial responsibilities within the SU Craft Center in the absence of the Director. This assistantship provides an opportunity to apply multicultural and diversity assessment and evaluation principles in the context of individual and organizational development and practical experience in program management including evaluation, multicultural and diversity education, and crafts instruction. Reappointment is dependent on department need, satisfactory performance evaluation, experience, academic standing, and funding availability.

### Required Duties and Responsibilities

1. Assess and evaluate operational policy and procedures and conduct necessary research to make recommendations for increasing diversity in membership and staffing, and in participants and audience at programs such as Open House; recommend ways of promoting multicultural education through the center's open floor hours, workshops and services.
2. Recommend ways to provide for multicultural and diversity education for student staff; apply student development theory to educate, advise and counsel student staff on acquiring technical skills, developing individual life skills and cultivating interrelationships through experiential learning in a co-curricular environment.
3. Provide individual and group crafts instruction to SU Craft Center members during daily drop-in hours. Educate and advise Center for Multicultural Advancement and Student Success (CMASS), cultural, religious, and similar Registered Student Organizations in expressing their culture and tradition through the arts in programs e.g. cultural nights. Apply student development principles to assist craft coordinators and members in understanding the creative process relative to their cultures and traditions; educate, advise and counsel students on aesthetic principles, coping with fear and failure, solving problems, developing their skills, and successfully producing their craft.
4. Collaborate with Off Campus Student Center, Student Bridges, SGA, and other agencies, to advise and instruct department staff in utilizing SU Craft Center resources.
5. Train and supervise student employees in management, crafts instruction, program development, safety, sales and marketing, supplies inventory control, cash and space management, computer technology, advertising and publicity; monitor staff programming schedule; facilitate weekly staff meetings.

6. Manage resources and expenditures; maintain and enforce SU Craft Center operational policy; monitor student staff and members' adherence to SU Craft Center, Student Engagement, and university policies and procedures. Ensure adherence to applicable safety rules and regulations. Remain well informed of potential health hazards involved with various craft materials and ways of minimizing usage risks.
7. Collaborate with supervisor and staff on space management projects for optimum function and aesthetics.
8. Perform related duties as required.

### **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.

### **Minimum Required Qualifications**

1. Enrollment as graduate student in good standing during entire term of appointment.
2. Eligibility for appointment to this assistantship, as determined by the Graduate School.
3. Availability to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.
5. Active enrollment in a related graduate degree program.
6. Knowledge of multicultural and diversity education.
7. Knowledge and experience in at least one SU Craft Center craft such as: stain glass, metal smithing, leather, black & white photography, silk screening, textiles, sewing, beading, silk-painting, book making.
8. Good teaching, business, public relations & time management skills required; working knowledge of computers for word-processing, spreadsheet, database, graphics and Internet use.
9. Weekend hours and some evenings required.

### **Preferred Qualifications**

B.A. in related field. Background in arts management, education, and budget management preferred.

### **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.

### **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:

<https://www.umass.edu/hr/hr-partnerships-and-labor-relations/collective-bargaining-agreements-cbas/geo>