

Graduate Assistant – Wilbur N. Daniel African American Cultural Center
20-Hour Graduate Assistantship Position
ACADEMIC YEAR: 2019-2020

General Description

The Graduate Assistant performs programming, planning, organization, management, and implementation of events and programs.

Primary Duties and Responsibilities

- Perform administrative responsibilities in support of department, division, and university goals.
- Develop, promote, schedule, and conduct group activities and educational programs.
- Manage equipment function and inventory with an emphasis on accountability.
- Provide high quality service within department guidelines in each interaction with both external and internal customers.
- Adhere to university and departmental policies and procedures.
- Attend university, division, and department events as requested.
- Complete data collections, evaluations, and assessments.
- Perform other job duties as assigned.

Essential Functions

- Ability to effectively operate personal computer and associated software.
- Ability to develop and disseminate various marketing materials.
- Ability to effectively advertise, market, and promote programs for the department
- Ability to conduct valid job analysis and apply findings to development of department activities.
- Ability to conduct research on recent news for programs
- Ability to communicate effectively and interact with a diverse population.
- Ability to effectively model, teach, maintain, and evaluate customer service.
- Ability to use sound judgment in decision-making and interactions with people.
- Ability to follow APSU guidelines, policies, procedures, and emergency preparedness.
- Must have good interpersonal skills and the ability to work well with students, university personnel, and guests.
- Ability to be flexible and manage multiple tasks effectively.
- Ability to evaluate programs effectively

Qualifications

Full-time graduate student accepted into an APSU graduate program with interest in program development, student engagement, leadership development, facility management, reservations, marketing, promotions, and publicity planning. Must be able to fulfill duties during normal operating hours, and be available during some evenings and weekends.