**CAMPUS ACTIVITIES**  
**CAMPUS INFORMATION & BOX OFFICE**  
**GRADUATE ASSISTANT**

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
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<tbody>
<tr>
<td>Graduate Assistant</td>
<td>Campus Activities</td>
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<table>
<thead>
<tr>
<th>Location</th>
<th>Reports to</th>
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<tbody>
<tr>
<td>Lory Student Center</td>
<td>Program Coordinator</td>
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<tr>
<th>Wage/Compensation</th>
<th>Terms</th>
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<tr>
<td>~ $1,712.50/month</td>
<td>2 years</td>
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<tr>
<td>Tuition (1st year – full, 2nd year – in-state)</td>
<td>10 months (July – May)</td>
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<td>Registration for one professional conference</td>
<td>25 hours/week</td>
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**General Description**

The Campus Activities Office provides programming support to build community within the Lory Student Center. Our mission is to create incredible experiences that reach all students through programming and services. This graduate assistantship position in Campus Activities provides leadership and supervision for the Campus Information & Box Office.

**Primary Responsibilities**

1. **General services**
   a. Provide day-to-day management of the Campus Information & Box Office locations, including the Campus Information Center, Info II desk, Campus Activities reception, Campus Box Office, and Flea Market.
   b. Oversee the financial aspects including daily deposits, credit card transactions, box office event closings and client revenue distribution.
   c. Assist supervisor with the management of the annual budget.
   d. On site presence and supervision for evening, weekend and daily box office performances and major events.
   e. In conjunction with supervisor, serve as liaison to the Lory Student Center and other campus entities to address concerns and communicate updates about office operations.

2. **Supervision and Management**
   a. Provide leadership and supervision for Campus Information & Box Office which includes three student managers and approximately twenty student staff.
   b. Provide guidance to student management team on the daily operations and personnel decisions of the Campus Information & Box Office.
   c. Provide leadership in fostering team moral, leadership, and student development within the Campus Information & Box Office staff.
   d. Oversee Campus Information & Box Office student staff hiring/discharging process.
   e. Work with departmental colleagues and Campus Information & Box Office management team to develop staff trainings, retreats, and workshops; communicate with student staff regarding dates and content.
   f. Assist with over-all assessment of Campus Information & Box Office (quality of customer service, desired service offerings, etc.).
3. General Campus Activities Responsibilities
   a. Participate as an active member of the Campus Activities staff; attend meetings, retreats and trainings, and provide support to major department-wide programs.
   b. Serve as liaison between professional and student staffs.
   c. Perform other duties as identified with supervisor to enhance professional development and/or support the success of program areas/department.
   d. Represent Campus Activities at various trainings, involvement and resource fairs, etc. as requested by other campus offices and organizations.
   e. Coordinate the celebration of Liberty Day (September 17) at the Information Desk.
   f. Serve on at least one planning committee such as Dr. Martin Luther King Jr. Celebration Committee, Cesar Chavez Planning Committee, LSC Cans Around the Oval Committee, Campus Step-Up, or another to be approved by the program coordinator.

Desired Qualifications
- Flexibility and adaptation skills
- Sound decision making, judgment, and ability to maintain confidentiality
- Strong interpersonal skills
- Well developed organizational and administrative skills
- Excellent writing and oral communication skills
- Desire to promote diversity through programming and services
- Ability to build community with students and staff
- Enrolled as a student in the Student Affairs in Higher Education Graduate Program
- Previous experience in leadership development, management, supervision and customer service are strongly encouraged to apply

Professional Competencies
- Administrative Functions and Processes
- Managing Self
- Communication
- Working Relationships with Others
- Mobilizing Innovation and Change

Selections Procedure
Individuals will be chosen following regular graduate assistantship placement. Campus Activities graduate assistants must be enrolled in the SAHE program. Preference is for individuals who are interested in a two-year commitment.