

**LORY STUDENT CENTER  
CAMPUS ACTIVITIES  
GRADUATE ASSISTANTSHIP FOR PROGRAMMING**

**Position Title**

Graduate Assistant for Programming, Campus Activities

**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 in Campus Activities provides leadership, a lot of advising, and supervision of the student activities board, the Association for Student Activity Programming (ASAP). ASAP plans and implements approximately 120 events every year, with an operating budget of over \$500,000. ASAP consists of 14 student interns that lead ~50 student volunteers.

**Primary Responsibilities**

1. Advising student activities board (ASAP)
  - a. Advise and support student staff in the planning, implementation, and evaluation of a broad variety of ASAP programs.
  - b. Provide leadership to and advise student volunteers in the planning of events officially sponsored by ASAP.
  - c. Serve as a member of the ASAP Advising team.
  - d. Support ASAP in marketing both campus programs and the organization's image.
  - e. Promote and encourage recruitment of new ASAP members and help facilitate retention efforts of the organization.
2. Supervision and Management
  - a. Work with the Assistant Director to select, supervise, and evaluate the student staff that comprises the leadership of ASAP.
  - b. Plan and attend weekly staff meetings, retreats and trainings, and provide support to ASAP events.
  - c. Assist with over-all assessment of the programming board (quality of on-campus programming, programming trends at other institutions, effectiveness of CSU programming, types of programs students need and want to see on campus, etc...).
  - d. Assist in continuing development and maintenance of a long-term vision for a growing programming board while directing staff and volunteers in the timely implementation of that vision.
3. Other Campus-wide Programming
  - a. Partner with student leaders and university administrators to enhance ASAP's active co-sponsorship of a broad diversity of on-campus events.
  - b. Serve on the graduate assistant committee for the LSC annual graduating senior appreciation program.
  - c. Co-coordinate the planning, implementation, and facilitation of the bi-annual Lory Student Center Late Night Breakfast
  - d. Serve on at least one campus-wide planning committee such as Dr. Martin Luther King Jr. Celebration Committee, Cesar Chavez Planning Committee, LSC Cans Around the Oval Committee, Campus Step-Up, etc.
4. 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. Perform other duties as identified with supervisor to enhance professional development and/or support the success of program areas/department.
  - c. Represent Campus Activities at various trainings, involvement and resource fairs, etc. as requested by other campus offices and organizations.

### **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
- Experience in Program/Event Planning and Implementation
- Ability to build community with students and staff
- Enrolled as a student in the Student Affairs in Higher Education Graduate Program

### **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.

### **Terms of Employment**

1. This assistantship is 25 hours/week.
2. The employment period is from July 16, 2012 to May 16, 2013.

### **Remuneration**

The assistantship provides the student with tuition for the 2012-2013 academic year (full tuition regardless of the student's in-state or out-of-state residence status), plus a monthly stipend. Students typically apply for, and receive, in-state residency for the second year of the program.

Conference Attendance. We cover registration costs for one professional development conference. Additionally, there is the opportunity to attend one National Association for Campus Activities (NACA) conference with all costs covered.

### **Office Location**

Campus Activities Office, Lory Student Center

### **Supervisor/Contact Information**

Bethel Nathan  
Assistant Director, Campus Activities  
(970) 491-5838  
Bethel.nathan@colostate.edu

### **Website**

[www.asap.colostate.edu](http://www.asap.colostate.edu)  
<http://www.sc.colostate.edu/campus-activities.aspx>

### **Graduate Testimonial**

"Working in Campus Activities has been a great experience! I thoroughly enjoy working with the students in ASAP, helping them to bring their events from ideas to a reality. As an advisor to the programming board, I have had the opportunity to sharpen my advising skills, strengthen my knowledge of event planning on a college campus, and develop partnerships across the campus. Though I may not work full-time, I feel as if I have been treated as an integral part of the Campus Activities staff. I am confident that the skills and knowledge I have gained from this experience will benefit me as a young professional." – Dan Balski, SAHE Class of 2010