

CAMPUS ACTIVITIES INFORMATION CENTER AND BOX OFFICE (IBOX) GRADUATE ASSISTANTSHIP

Position Title

Graduate Assistant for the iBox, Campus Activities, Lory Student Center

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 center and box office, known throughout campus as the iBox.

Primary Responsibilities

1. General iBox services
 - a. Provide day-to-day management of the Campus iBox locations, including the Campus Information Center, Info II desk, campus activities reception, and the Campus Box Office.
 - b. Oversee the financial aspects of the iBox including daily deposits, credit card transactions, box office event closings and client revenue distribution
 - c. Assist supervisor with the management of the annual iBox 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 iBox office operations.
2. Supervision and Management
 - a. Provide leadership and supervision for the iBox which includes two student managers and approximately twenty student staff.
 - b. Provide guidance to student management team on the daily operations and personnel decisions of the iBox.
 - c. Provide leadership in fostering team moral, leadership, and student development within the iBox staff.
 - d. Oversee iBox student staff hiring process
 - e. Work with departmental colleagues and iBox management team to develop staff trainings, retreats, and workshops; communicate with student staff regarding dates and content
 - f. Assist with over-all assessment of the iBox (quality of customer service, desired service offerings, etc.).
3. Other Campus-wide Programming
 - a. Serve on the graduate assistant committee for the LSC annual graduating senior appreciation program.
 - b. Co-coordinate the planning, implementation, and facilitation of the bi-annual Lory Student Center Late Night Breakfast
 - c. 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. 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.

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

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 a 25 hour/week, 10-month appointment
2. The employment period is from July 2012 to May 2013 (exact dates TBD)

Remuneration

Stipend: \$ 1,712.50/month

Tuition: Provide students with in-state tuition

Conference Attendance: Registration costs for one professional development conference.

Office Location

Lory Student Center Main Level

Supervisor/Contact Information

For additional information, please contact:

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Director, Campus Activities

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Websites

<http://www.sc.colostate.edu/boxoffice.aspx> & <http://www.sc.colostate.edu/cic.aspx>