Graduate and Professional Student Council (GPSC) Events Director

Position Title: GPSC Events Director
Department: Student Governance and Programs
College/Division: Graduate and Professional Student Council (GPSC)

Tentative Dates of Employment*:
- Job Start Date: July 1, 2018
- Job End Date: May 17, 2019
* Actual dates of employment may vary.

Position Summary: The Graduate and Professional Student Council (GPSC) offers social and professional events throughout the academic year. The GPSC seeks a friendly, service-oriented graduate or professional student to help support and ensure the smooth operations of all GPSC Events and Socials. The Events Director will coordinate with members of GPSC and the Marketing and Social Committee to plan events including (but not limited to): Graduate Orientation for incoming students (August), Student Showcase (February), Graduate and Professional Student Appreciation Week (March/April) and GradSlam (April). In addition, the Events Director works closely with the designated committee and committee chair to assist with smaller events throughout the year, which may include socials, forums, debates, and/or fundraising functions.

Work Schedule: Part-Time
Number of Hours per Week: The GPSC Events Director position is a 0.5 FTE Graduate Assistantship**, which requires the director be available 20 hours per week on average and is expected to hold regular office hours in the GPSC Office. However, the workload will vary significantly and require greater commitment around events.

**Assistant benefits are available to Professional Students pending eligibility and approval by the Graduate College.

Application Requirements:
- Position open to all University of Arizona Graduate and Professional Students
- Candidates must be in good academic standing as defined by the Graduate College
- Candidates must be enrolled in at least 6 units for Fall 2018 and Spring 2019 Semesters

Compensation: Prior to June 30, 2018, the position will be paid hourly at a rate of $15/hour (paid up to $300) (for training purposes as necessary). Prior to August 13, 2018, the position will be $15/hour (maximum supplemental compensation of $2,000). The GPSC Events Director position is a 0.5 FTE Graduate Assistantship. Compensation for the academic year is $16,000. In addition, the position comes with tuition remission (in-state and out-of-state) and coverage of the premium for student health insurance. The stipend and benefits will be prorated by the actual dates of employment.

Minimum Deliverables:
- Coordinates Graduate Orientation, Student Showcase, GPSA Week and GradSlam
- Periodic written reports and meet with the GPSC President and/or designated supervisor(s)

Duties and Responsibilities:
- Plan, organize, and coordinate events, including (but not limited to): Graduate Orientation, Student Showcase, GPSA Week and GradSlam
- Coordinate with campus partners on events, such as: workshops, forums, AZ3MGS, etc.
- Work with on-campus and off-campus resources (e.g. Catering, Facilities Management)
- Design and distribute event materials
- Recruit speakers, presenters, volunteers and/or judges for events
- Assist in developing and executing fundraising mechanisms related to GPSC events
- Represent GPSC at major campus events
- Attend mandatory Dean of Students GA trainings (mid-August and various others)
- Serve as a consultant for other GPSC events: socials, fundraising, forums, etc.
- Provide reports to the GPSC (minimum 2 General Council and 2 Executive Board meetings each semester)
- Provide written report and meet with members of the GPSC, as designated by the GPSC President
- Serve as an ex-officio member and attend committee meetings, as designated by the GPSC President

**Minimum Qualifications:**
- Registered UA graduate or professional student
- Strong organization, time-management, and attention to detail
- Strong written and verbal communication skills
- Hands-on experience with event planning
- Ability to multitask and work under tight deadlines
- Ability to work effectively in an autonomous position
- High proficiency in MS Office (Word, Excel)

**Desirable Qualifications:**
- Professional experience
- Experience managing programs or special events
- Basic knowledge of graphics editing software (e.g. Adobe Creative Suite)
- Previous administrative/budgetary/fundraising experience
- Experience with campus resources, including Student Union, Facilities Management, Parking and Transportation Services