

Center for Student Engagement Graduate Program Manager 2018-2019 Position Description & Contract

I. General Description of Responsibilities

The Program Manager (PM) is a part-time, 8-10 hour per week student staff member in the Student Activities Office. Program Managers are hired for a 1-year commitment. This position is responsible for assisting the office with implementing graduate student programs, as well as the design and implementation of campus programs. The purpose of the Graduate Program Managers is to build community across departments within the graduate student community. The Student Activities Office employs 10 PMs per year, who are expected to work together as a cohesive programming group. The PMs report to the Center for Student Engagement, and will be supervised by the Assistant Director of Transitions.

II. Specific Responsibilities

- A. Coordinate and implement the Fall Pie Party and Spring Grad Picnic.
 - a. *Fall Pie Party : December 1, 2018*
 - b. *Spring Grad Picnic: May 9, 2019*
- B. Collaborate with PM Partner to design and implement a minimum of three pop-up events for the graduate community each semester.
 - a. Create an application for graduate students to submit a program proposal.
 - b. Review and select graduate student(s) program proposal.
 - c. Work along with graduate student(s), assist with marketing, and implement the program.
- C. Participate in the weekly Program Manager staff meeting (1.5 hours):
 - a. *Wednesdays, 2:15 -3:45 pm*
- D. Attend a bi-weekly triad meeting (1 hour), as well as a bi-weekly 1:1 with your supervisor (30 minutes).
- E. Maintain a minimum of 3 weekly office hours in the Center for Student Engagement; at least 1 of those hours must overlap with your PM partner.
- F. Attend fall and spring Program Manager retreats
 - a. *Fall PM Retreat: August 14-15, 2018*
 - b. *Spring PM Retreat: Saturday; January 26, 2019*
- G. Table at Graduate Student Orientation check-in to advertise the programming opportunities to new students.
 - a. *Graduate Student Orientation Check-in: Tuesday, August 21, 8:30 – 10 am*
- H. Assist with the planning & implementation of all major SAO events including:
 - a. *The Halloween Party: Saturday; October 27, 2018*
 - b. *Last Blast: Friday; April 26, 2019*
- I. Assist as needed with general office representation.
- J. Coordinate all activities in conjunction with planned events, including set-up, tear down, and clean up.
- K. Handle contract negotiations with performers, caterers, agents, etc.
- L. Other duties as assigned.

III. Remuneration/Terms of Agreement

- A. PMs are expected to work an average of 8-10 hours per week, including attending/managing events.
- B. PMs will be compensated with a stipend of \$1,800 per academic year, paid in eight installments of \$112.50.
- C. The PM position will begin in mid-August with the PM Retreat and end the day after Commencement.
- D. Maintain good judicial and academic standing.
- E. Participate in mid-year and end-of-the-year performance reviews.

IV. Job Qualifications

- A. Demonstrated leadership abilities.
- B. A strong desire to work with other students.