University Program Council Graduate Assistantship

The Auburn University Division of Student Affairs is currently seeking a half-time appointment (20 hours per week) for a Graduate Assistant (GA). The GA will work with the University Program Council, better known as UPC, which is Auburn University's student-led program board. UPC consists of 11 committees that work hard to meet the programming interests of Auburn's students through diverse, educational, and entertaining events. These committees include: Films, Fine Arts, Major Entertainment, Public Relations, Publicity, Research and Evaluation, Speakers and Comedians, Special Projects, Technical Productions, Tiger Nights, and Volunteers.

While specific responsibilities will lie with the University Program Council, GA's will be expected to be involved with the Division of Student Affairs and University at varying levels. Such involvement includes serving on committees, working on special projects, and undertaking special assignments. The Division of Student Affairs is a high-impact, high-energy department that simultaneously handles multiple, on-going projects.

The minimum qualifications are as follows:
1. Bachelor’s degree;
2. All candidates must be either current Auburn University graduate students, OR will be enrolled for the upcoming academic year. Proof of acceptance or class schedule may be required;
3. Excellent written and oral communications skills;
4. Strong interpersonal skills that would allow for frequent and comfortable conversations with administrators, staff, faculty, and students;
5. Organizational skills and the ability to prioritize and handle multiple tasks;
6. Desire to work with students and assist in their development.
7. Successful background check.

The following qualifications are desired:
1. Graduate students pursuing master’s degree in Higher Education Administration, Adult Education, Educational Leadership, Educational Psychology, or a related field;
2. Prior advising experience with student-run programs and/or organizations;
3. Undergraduate experience as a student leader.

Expected Role/Responsibilities for Position

General Duties (including but not limited to the following):
A. Advising and working with student leaders;
B. Providing direction and guidance to student leaders as they plan projects assisting with program advisement, development and planning, publicity, production, assessment, and budget preparation and management;
C. Serving as a resource to students;
D. Participating in staff trainings and meetings;
E. Participating on committees and other programs promoting the Division of Student Affairs and/or Auburn University;
F. Other duties as assigned. This position will require occasional weeknight and weekend hours.

In addition to the general duties stated above, the specific responsibilities of the University Program Council (UPC) GA position include but are not limited to the following:
A. Directly advise UPC student programming and support committees;
B. Assist with the planning and implementation of UPC events, programs, retreats, and leadership training;
C. Provide supervision at UPC events;
D. Assist with the coordination of risk management and facility requests;
E. Serve as a resource to students and a vital member of the UPC team;
F. Attend weekly meetings with student leaders, executive officers and council (program board).