Programs and Events Graduate Assistant Description:
The Programs & Events Graduate Assistant will assist in all aspects of planning, implementation, and on-site coordination for career fairs, networking events, and career programs hosted by the Office of Career and Professional Development. The Graduate Assistant will report to the Coordinator for Programs and Events.

Responsibilities:
● Assist in coordinating all events per semester including advertising, logistics, registration, etc.
● Collaborate with other departments to assist with the coordination of career fairs and programming.
● Track event registration for employers and students.
● Plan event set-up and coordinate with facilities personnel at campus locations.
● Develop a specific plan to increase student attendance at career fairs and student awareness of Office resources (in conjunction with the Public Relations Intern(s)).
● Assist with marketing planning meetings to design and create advertisements, and promotional materials for publication to advertise events to students, alumni, faculty/staff, and employers.
● Assist with event budget and payment processes; posting, sending invoices and receipts, as well as documenting payments and deposits.
● Produce pre-fair items including student materials, employer packets, etc.
● Participate in project planning meetings leading up to the various career events.
● Maintain daily communication through the Employer Relations email account.
● Supervise event volunteers and staff assignments the day of the events.
● Represent the Office of Career and Professional Development at information sessions, on-campus interviews, and career fairs.
● Provide secondary supervision and assistance to Public Relations Intern(s) and participate in their selection (if possible).
● All other duties as assigned.

Secondary Duties Performed by All GAs
● Conduct mock interviews providing constructive feedback to students.
● Critique résumés and job search correspondence as well as offer assistance in the job search process.
● Conduct workshops/presentations as needed regarding the Office and its services/programs.

Desired skills/traits for the position are excellent attention to detail, flexibility, independence within a team, customer service experience and skills, academic or hands-on experience with event planning, and a positive attitude.

The Programs & Events GA will need to demonstrate effective leadership skills. The Candidate must be knowledgeable of Microsoft Office Suite especially Word, Excel, Publisher as well as an ability to learn other computerized programs quickly.
The Programs & Events GA needs to be an effective communicator (listening, articulating questions, and presenting clearly) to a variety of people including employers, staff, faculty, and students. The GA must demonstrate a high standard of professionalism.

The Programs & Events GA may be required to work a flexible schedule potentially including some early mornings and nights during events and other office functions.

Interest in event planning, public relations, and/or higher education is beneficial but not required.