NOW HIRING!

Graduate Assistant – Event Operations

**Position Description:** The UNLV Student Union is searching for one Graduate Assistant to specialize in Student Union Event Operations. The GA is required to hold 20 facility in-office hours compromised of both meetings as well as facility operations. The Graduate Assistant is responsible for assisting the Event Operations Manager and the Event Technology Coordinator in the effective delivery of services to students, visitors and all aspects of event operations.

Major positional responsibilities include the following:

- Assist with the oversight of the Event Operations team within the Student Union, which includes: supervision of student staff, training of student staff, management of policies and procedures, including lost and found and Facility Operations inventory and equipment
- Assist the Event Operations Manager with the training and development of student staff including: participation in regular meetings; revision of staff manuals; collaboration with SUES staff regarding student, client and event needs; attending campus administrative and organizational meetings, orientations programs and workshops as appropriate; other duties as assigned
- In addition to these responsibilities, the GA is given the opportunity to become involved in committee work dealing with all facets of the Student Union, as well as working with the UNLV Campus Life cluster
- The position is for two academic semesters, with the possibility of continuation pending performance review

**Requirements & Applying:** Applicants must be the recipient of a Bachelor degree from an accredited university. Applicants must be full-time degree seeking graduate students in good standing here at UNLV. The Student Union GA must be available to work 20 hours a week, including possible nights or weekends. Preference will be given to students enrolled in an Education related, or Student Affairs Master degree program.

The position includes a partial tuition waiver of up to $196 per credit up to 6 credits, $500 towards student health insurance, and a prorated monthly stipend of $1250 a month.

Please apply through the UNLV Apply Yourself site as well sending a resume and cover letter, with an attached copy of your class schedule to Event Operations Manager: Joseph Pugh (Email: joseph.pugh@unlv.edu).

**APPLICATION DEADLINE:** June 1st, 2015