



Graduate Assistant, *Sales and Marketing*  
Student Union and Event Services

**Job Summary**

Student Union and Event Services (SUES) provides for the needs of thousands of events and meetings in locations across campus every year. Conference Housing, campus green space, Student Recreation & Wellness Center and the Student Union are some of the spaces where student organizations, departments and outside groups host their meetings and events. The Graduate Assistant shall be responsible to the Sales and Marketing staff team, providing administrative support for the department, and serving as a representative of the SUES staff. This position must have knowledge of event management and business practices and be willing to work in an environment of learning and growth. This area of SUES is responsible for outside group reservations and contracting, marketing to the community, vendor fairs, trade shows and effectively bringing in outside revenue for the department.

**Duties & Responsibilities**

- Coordinate the interviewing and hiring of new student staff
- Assist in training newly hired student staff
- Plan various training sessions for student staff
- Set agendas and coordinate dates and times for monthly student staff meetings
- Create student work schedules for each semester/session
- Communicate weekly event, campus and facility updates to the student staff
- Assist in updating the Rebel Way student training
- Interpret, update and enforce SUES policies and procedures
- Conduct outreach and marketing for SUES services
- As available, assist with planning and attend trade shows on behalf of SUES
- Provide event contracting support for SUES events
- Assist in creating sales quotes and contracts
- Attend bi-weekly Student Union & Event Services staff meeting
- Attend weekly meetings with staff supervisor
- Provide clerical support for the Sales and Marketing team
- Research and execute a variety of projects as assigned
- Perform other related duties as assigned

**Minimum Qualifications**

Ability to perform all duties and responsibilities as outlined above. Must be a current UNLV graduate student and maintain a cumulative GPA of 3.0. Prior management or volunteer leadership experience required with strong preference given to applicants with minimum one (1) year experience in conference or events. Knowledge of event management is strongly preferred.

**Criteria for Success**

The Graduate Assistant of Sales and Marketing will be evaluated on performance each year. The staff evaluation measures the following objectives.

- Provides quality service to guests and peers, while also demonstrating a friendly attitude



- Receptive to feedback and willing to improve if/when needed
- Completes tasks efficiently and accurately
- Remains focused on work during shift
- Utilizes strong organizational skills during work
- Attempts finding solutions to questions, problems or conflicts
- Demonstrates an understanding of professional and detailed-oriented correspondence
- Attends work regularly and promptly
- Adheres to the “Rebel Way” student employee policies and guidelines
- Takes initiative on delegated tasks and projects

#### **Learning Outcomes and Transferable Skills**

- Creating a professional persona
- Time management
- Problem solving/Decision Making
- Ability to work with others
- Effective leadership
- Pride and connection to UNLV/sense of belonging
- Customer service experience
- Ability to evaluate achievements and that of others
- Independent learning