General Description: The Graduate Assistant for Late Night & Special Events is a part of the LBJ Student Center – Student Involvement Office, specifically as a co-supervisor to the George’s student staff team. As a part of the Division of Student Affairs, the LBJ Student Center provides programs and services to Texas State. George’s is a multifaceted space in the LBJ Student Center that provides quality late night entertainment on weekends and services for the entire student body. The GA for Late Night & Special Events provides leadership, supervision, and advisement to the George’s student employees, particularly as it pertains to the development of programming. In addition, the GA will assist in the planning of large-scale special events such as Weeks of Welcome programming. The GA must be skilled in multi-tasking and available to work evenings and weekends. This position will participate in professional activities through the regional and national level. This GA position reports to the Assistant Director for Pride & Traditions.

Job Duties:
- Serve as a co-supervisor to George’s student employees. This includes the recruitment, selection, and training of employees.
- Provide advising appointments for student organizations interested in hosting late night events in George’s.
- Attend and participate in George’s sponsored events as an advisor to ensure successful program execution and risk management.
- Compile and maintain data provided through service via iCAT, the co-curricular transcript program.
- Responsible for the timely implementation of marketing materials and maintenance of website and social media for George’s. Evaluate marketing analytics on social media platforms.
- Assist the Assistant Director for Pride & Traditions in event planning for signature programs such as WOW-A-Palooza, Homecoming Week, and Gaillardia Fest, the major spring event.
- Collaborate with LBJ Student Center Marketing to develop creative advertising, promotion, and public relation materials for George’s and special events.
- Review the budget through monthly reconciliations.
- Serve on at least one Student Involvement sub-committee per semester (i.e. Bobcat Trail Planning Committee, Marketing Committee, Professional Development components, etc.).
- Provide support for general office operations and programs hosted by Student Involvement @ LBJSC and the LBJ Student Center.
- Complete other duties as assigned.

Required Qualifications:
- A Bachelor’s degree from an accredited institution of higher education before start date
- Enrollment in a graduate degree program at Texas State University, preference will be given to students enrolled in the Student Affairs in Higher Education program
- Enrollment in nine graduate hours each long semester and maintenance of a 3.0 GPA
- Conditional acceptance into the Graduate College at Texas State University is permissible.
- Willingness to work with diverse populations, faculty, staff, and students
- Demonstrated excellent written, oral, and interpersonal communication skills
- Ability to work collaboratively with a team of professionals
- Strong organizational skills
• Ability to work independently and take initiative
• Ability to maintain an appropriate degree of confidentiality
• Possess basic computer skills

Preferred Qualifications:
• One-year experience with campus activities and/or event planning
• Experience with marketing and promotions

Terms of Employment:
• Start date: June 1
• Average of 20 hours worked per week (unless otherwise approved by department director) 12-month appointment with opportunity to renew for a second year. Appointment ending in May of second year (unless discussed with supervisor)
• Available to work evenings and weekends
• Programs may require travel to Texas State University Round Rock campus
• No paid vacation, sick leave, or university-observed holidays
• Position may also require driving the University van and golf cart

Salary
• Monthly stipend received at the beginning of each month
  o Average of $1,317/monthly (first year of employment)
  o Average of $1,377/monthly (second year of employment)

Benefits
• Department-funded professional development funds for conferences and travel
  o $400 first year of employment
  o $500 second year of employment
• Access to workshops provided by Professional Development Office
• Access to Bobcat Balance Program & Wellness Program
• Out of State Tuition Waiver for qualifying Out of State/International students
• Insurance options provided by the student insurance plans

Hiring Process
• Candidates must interview with position supervisor

Mission of Student Involvement @ LBJSC
Student Involvement is committed to enriching Bobcats through service, student organizations and activities. We encourage you to get involved. A sense of belonging, a community, an experience.

Hiring Office Contact Information
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