



Graduate Assistant for Campus Activities

Overview:

The Graduate Assistant for Campus Activities is a part-time stipend based position who will support the Office of Campus Activities (OCA) primarily with student focused events. However, OCA oversees student organizations, leadership programs, and New Student Orientation as well so there will also be opportunities to assist in other areas throughout the year. The position reports to the Associate Director of Campus Activities.

Responsibilities:

- Co-Advise Undergraduate Program Board with Associate Director of Campus Activities
- Assist with the Coordination of Large Scale University Events including Cardinalpalooza, Family Weekend, and Christmas Tree Lighting.
- Coordinate OCA Sponsored Events
 - Under the guidance and oversight of the Associate Director and with the support of a small student staff team, develop and plan 3-4 events per semester that are social in nature.
- Manage DC Nite Out Program
 - 3-4 ticketed events per semester where we give free tickets to students to attend shows, sporting events, museums, etc.
- Assist Associate Director with Graduate Student Programming

Minimum Qualifications:

- Bachelor's Degree
- Enrolled in a Graduate Program at a DC Area University

Preferred Qualifications:

- Enrolled in a Student Affairs Related Program
- Experience with Campus Activities as an Undergraduate

Compensation: \$6,000/semester paid out evenly every other week

To Apply, please email your resume to The Office of Campus Activities at cua-activities@cua.edu