Graduate Assistant Program Coordinator for Events
Position Description

Role of the Graduate Assistant Program Coordinator for Events
Graduate Assistant Program Coordinator for Events will learn to specialize in event planning for Residence Life. The GAPCE is required to hold twenty office contact hours and no more than twenty-eight office hours; and is responsible for evening and weekend commitments through event coordination and implementation, special projects, and other assigned duties. GAPCE will work with Registered Student Organizations, Departments, and External Clients on a case by case basis to plan and manage their events. GAPCE will also collaborate with campus partners such University Police Departments, Environmental Health and Safety, Business Services, and Student Activities to ensure risk management procedures and university policies and procedures are followed. The Graduate Assistant Program Coordinator for Events is supervised by a full time the Program Coordinator for Events.

Learning Outcomes

- Transferable Skills
  - Relate position experiences with potential future job experiences
- Logistics & Scheduling
  - Demonstrate effective administrative skills to plan, schedule & implement programming and events for internal and external customers
- Collaboration/Teamwork
  - Work collaboratively in a variety of settings with peers, supervisors, and supervisees
- Ethical Decision Making
  - Demonstrate the ability to make decisions based on personal and social responsibility
- Management and Oversight
  - Develop skills relating to the recruitment, selection, training, and evaluation of other staff members

Qualifications

- Admitted to graduate degree program at Texas A&M University prior to appointment
- Preferred: Previous residence hall experience or related student affairs leadership experience
- Excellent verbal and written communication skills
- Skills in the area of critical thinking, team building, initiative, and leadership
- Available to work a full academic year (August through May)

Terms of Employment

- GAPCE must be enrolled in a minimum of nine credit hours or a maximum of twelve credit hours of study for each fall or spring semester.
- GAPCE must remain enrolled as a full-time student.
- No exceptions to the course load will be granted during the first semester of employment. Thereafter, the supervisor must approve exceptions prior to registration.
- GAPCE is required to maintain a 3.0 cumulative and a 2.65 semester grade point ratio throughout the term of employment.
- During the period of employment the GAPCE may not hold any other Assistant, fellowship, student teaching, or other reemployment. In addition, the GAPCE may not be enrolled in Veterinary or Medical colleges unless otherwise required by the graduate program and falls within the twelve credit hours per semester maximum.
- Participation in any extracurricular activities, including those as an officer in a campus organization, but be discussed and approved in writing by the supervisor prior to involvement.
- Staff must be able to ascend and descend stairs for events and crisis response.

Terms of Appointment and Remuneration

- Initial Appointment for the GAPCE will be for a period of nine months (August – May). Appointments for one semester are discouraged and will be offered only if other qualified applicants are not available for the full academic year. Additionally, the GAPCE will be required to go through the Employment Renewal Process in order to be considered for employment for the next year.
• The compensation package for GAPCE includes a nine-month contract with an hourly wage of $12.65, and 20 hours per week and up to $600 for professional development (pending approval). This position is also eligible for participation in the Texas A&M University System employee insurance programs and will qualify for the employer contribution to help offset the cost of insurance the first of the month following a 60-day waiting period from your date of hire. You must make your benefit selections within the first 60-days to avoid being placed in the default insurance plan which is the A&M Care Plan. When you make your selections, you may choose to immediately enroll in a Texas A&M University System sponsored insurance plan, provided you pay the full cost of premiums or you may defer enrollment until your employer contribution date. In order to receive health benefits, graduate students must be enrolled in a minimum of nine hours during each of the fall and spring semesters. In order to maintain benefits eligibility over the summer, the GAPCE must be expected to return as a full-time student and GAPCE in the fall.

• The GAPCE benefits package also includes resident tuition payments for full-time Graduate Students registered for up to 12 hours per fall and spring semester (a total of 24 hours) for those with 9-month contracts beginning in September 1 and ending May 31 each year. For those whose contracts are extended for a full fiscal year fiscal year from September 1 – August 31, a total of 24 hours for Fall, Spring, and Summer semester combined will be available. For those beginning their contract with the spring semester, up to a total of 12 hours for the spring semester and summer semester combined will be available. In order to be eligible to utilize the tuition benefit during the summer semester, you must be in an active employed status with the department of Residence Life. For those who are out of state students, the Department of Residence Life will work with students to submit a waiver in order to qualify for the in state tuition rate. The resident tuition payment benefit is not included for registered graduate students system-wide such as other TAMU campus or agencies. Graduate students terminated for cause will have a pro-rated amount of the tuition payment reversed from the student’s account based on the actual number of days worked by the student. The compensation and benefits packages for this position will be pending budget approval.
  • Effective January 1, 2015, an employee may have a potential tax liability for Graduate Tuition Waivers received that exceed $5,250 over the course of a calendar year. Under the Internal Revenue Code Section 127, all Graduate Tuition and Fee Waivers received by an employee in excess of $5,250 in a calendar year is taxable unless an exemption is allowed under the Internal Revenue Code. For more information about taxing these waivers and the exceptions, you can go to http://payroll.tamu.edu/tax/graduate-tuition-waiver-taxation/.

** The benefits package offered for this position is to be accepted as written or forfeited. The benefits package is not transferrable or redeemable for cash.

Administrative
• Exercise good time management skills in order to balance administrative duties with academic and personal responsibilities.
• Assist individuals/groups with event management and planning of upcoming programs and events.
• Meet all administrative deadlines, as directed by your supervisor.
  - Submit necessary reports, such as incident report and follow-ups to your supervisor in a timely manner.
• Maintain accurate records such as key, inventory cards, furniture inventories, and others as directed by your supervisor. Immediately communicate changes to your supervisor.
• Input data and maintain Events Management System (EMS).
• Guide departments and student organizations on compliance with university policy and procedures.
• Create a new floor layout for each event.
• Coordinate the work order process and requested follow-ups.
• Coordinate efforts to keep hallways, public areas, and outside areas clean and free from personal or University items.
• Inform residents of fire and safety procedures by posting information and assisting in the coordination of fire drills.
• Assist in evacuating the ground floor during fire drills and emergencies.
• Assist individuals/groups with event management and planning of upcoming programs and events.
• Attend staff meeting as directed by a Program Coordinator.
• Maintain weekly office hours.

Facility Care
• Promoting a living environment in which there is a feeling of self-pride and respect for the facility.
  - Encourage programming efforts that promote “community” within the facilities, especially regarding facility care.
• Hold residents accountable for excessive cleaning fees, damage, and vandalism to the building facilities.
  - Pursue individual and group billings for damages and/or excessive cleaning (as necessary and appropriate), in conjunction with your supervisor, maintenance, and/or custodial staff.
• Previous experience in operating A/V equipment is preferred.
  - Overseer meeting spaces with a wide variety of technology. Maintain, operate and train others on this technology.

Support and enforce area, departmental, and university policies and procedures
As an integral member of the residence hall community and the Department of Residence Life, the GAPCE is expected to support and enforce all university policies, procedures, and regulations. Specifically, the GAPCE should:
• Abide by all university and departmental policies.
• Communicate with your Supervisor regularly on policy concerns of staff and students.
• Inform residents of policies, rationale for the policies, and possible consequences should they violate departmental and/or university policies.
• Be pro-active in regard to student conduct.
• Communicate regularly with the student workers regrading particular problems and ways to solve those situations.
• Ensure that the staff are enforcing policies consistently and recording any verbal warning given to residents.

**Staff recruitment, training, supervision, and evaluation**

Actively encourage students with high potential to apply for student worker positions; help train and develop their potential accordingly.

• Responsibly for interviewing candidates and distributing and collecting interview materials for staff.
• Submit recommendations to you supervisor for student worker selection

**Training:**

• Ability to train others.
• Present or co-present training and/or in-service training programs.
• Develop a team approach through communication and cooperation among staff.

**Supervising:**

• Schedule student workers for event shifts.
• Assists and oversees student workers in developing and presenting programs geared towards community and respect for the facilities.

**Evaluations:**

• Share your perception of each individual student worker and of his/her work by offering positive feedback and constructive criticism when appropriate.
• Complete a written evaluation of each staff member each semester based on your interaction.

**1 on 1 Meetings**

• The GAPCE is responsible for scheduling 1 on 1 meetings with the student workers. The GAPCE will provide the student workers with copies of both the Program Coordinator for Events and GAPCE’s office hours schedule and student workers will choose a time that best fits their schedules. The 1 on 1 meetings will take place on the same day of the week at the same time, unless otherwise noted. The meetings will be approximately 30 minutes and the student worker will be compensated for their time. This will serve as a time for the GAPCE and Program Coordinator for Events to get to know the student workers and vice versa. The 1 on 1 meetings will alternate each week between the GAPCE and Program Coordinator.

**Office Hours**

• The GAPCE will establish office hours, prior to the staff training, and is required to keep to the scheduled office hours or they must seek approval for changes from the Program Coordinator.
• During office hours, the GAPCE is responsible for responding to emails in a timely manner and assisting the student workers in their daily activities. The GAPCE is also responsible for reserving meeting spaces in Hullabaloo Hall and designing seating layouts. The GAPCE will also help plan monthly programs with student workers and attend the event.

**Emails**

• The GAPCE serves as the main contact for both student workers and consumers interested in reserving meeting spaces. Emails should use professional language and be conducted in a timely manner. Always to use clear and concise language to prevent confusion or miscommunication.

**Programming**

• The GAPCE will place student workers into groups of two based off of their preferences (gathered during training). Each month a group will be responsible for putting on a program at the game room. The group will meet with the GAPCE on a scheduled date to help plan the program. The GAPCE will supervise the program planning and ensure that the program will be within the budget of $100.00. Prior to the program the GAPCE must fill out a “Purchase Authorization” form. The GAPCE will obtain a purchasing card from the business office, in order to purchase all food and supplies for the program. After purchasing items, the GAPCE must obtain an itemized receipt and attach it to an updated copy of the “Purchase Authorization” form and return the form with the purchasing card to the business office. The GAPCE must attend the event and ensure the event runs efficiently.

**ACCOUNTABILITY POLICY**

You will be held accountable for your actions or lack thereof, including both positive and negative actions. It is important to follow all rules, policies, and expectations of the position you have accepted. The following policy outlines some, but not all, accountability measures. Additionally, this policy outlines a progressive discipline and accountability model that an employee would typically follow given some of the examples in this policy. However, the severity of the situation or behavior of the employee may warrant immediate progression to a more severe measure, up to and including termination, without having been provided a lesser measure previously. The severity of the measure will be determined by the supervisor in consultation with the HR Coordinator, if necessary.

**NOTES**

The supervisor will keep notes on each staff member regarding his or her performance throughout the year. These notes will be used to praise good work, address concerns, and to provide an accurate representation of the employee’s performance on the annual evaluation. You may request to see your notes at any point. These notes may be kept in a variety of formats.
**WARNING**
A Warning may be issued by the supervisor as necessary for violating job responsibilities/expectations and/or policies. This is a reminder which will state the reason for the Warning. Note of this Warning will be documented within your Notes for future reference. Some actions that could result in a Warning include but are not limited to: 1st time being late to a shift or leaving early without approval of the supervisor, 1st time failing to complete job responsibilities during a shift, 1st time having a visitor at the desk without approval, etc.

**REPRIMAND**
A Reprimand is a memo or form that states the specific inappropriate actions or decisions, will include specific, quantifiable expectations for improved performance, and a specified time period for significant improvement to be made. If no significant improvements are seen within the specified period, Termination or Probation may result. This Reprimand may include a probationary period with the expectation of marked improved performance. A copy of the Reprimand will be provided to you and a copy will be placed in your personnel file. Some actions that could result in a Reprimand include but are not limited to: your 2nd time being late to a shift or leaving early without the approval of the supervisor, your 2nd time having a visitor at the desk without approval, your 1st time missing a shift, repeating behaviors that resulted in a Warning, etc.

**PROBATION**
A period of time determined by the supervisor based upon the severity of the situation, during which your performance will be monitored for marked improvement. This will include a letter or form provided to you and placed in your personnel file that outlines the specific inappropriate actions or decisions. Some actions that could result in Probation include but are not limited to: your 3rd time being late to a shift or leaving early without the approval of the supervisor, your 3rd time having a visitor at the desk without approval, your 2nd missed shift, repeating behaviors that resulted in a Reprimand, falling below the required GPR, etc.

**TERMINATION**
Depending on the severity of the issue, Termination typically comes as a final solution after multiple infractions, though it can occur immediately, without any or all of the above actions. Some actions that could result in Termination include but are not limited to: your 4th time being late to a shift or leaving early without the approval of the supervisor, your 3rd missed shift, insubordination while on probation, risking the safety and security of students in the space, inappropriately using keys and/or equipment, repeating behaviors that resulted in Probation, etc.

Graduate Assistant Program Coordinator for Events (Print)  
Graduate Assistant Program Coordinator for Events Signature  
Date  
Program Coordinator for Events Signature