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.

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 year (May through May) with the awareness that this includes some university holidays and breaks. Training Events operations occur bi-annually; in the Spring and Fall. All staff members must attend all training sessions as specified by the department. The GAPCE is expected to arrive prior to established training dates to prepare for training. Dates will be shared with all staff members well in advance of training.

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, must 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

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College Station, TX 77843-1253

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Email: events@reslife.tamu.edu | Website: reslife.tamu.edu
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.
  - Oversee 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

- 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 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.
- Assure that all materials are posted on bulletin boards within one day after receiving them from the Area Office.
- Maintain weekly office hours.
- Attend staff meetings.
- Maintain weekly office hours.

Administrative

- 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.
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 regarding 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.

**Office Hours**

- 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 designing seating layouts.

**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.

**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)  
Date

Graduate Assistant Program Coordinator for Events Signature

Program Coordinator for Events Signature