

HESAA Graduate Assistantship 2023-2024
Office of Event Services
1 position available

Title: **Graduate Assistant, Office of Event Services, Canisius College**

The Office of Event Services is responsible for coordinating the logistical details for all campus-wide events and overseeing numerous programming and meeting spaces on campus, as well as, the development and execution of Commencement ceremonies, Ignatian Scholarship Day and Spring Honors Convocation.

Position Overview: This position is multi-faceted in meeting the needs of a diverse administrative and student population. The Graduate Assistant must be a self-motivated learner, efficient problem solver, and enjoy multitasking in a fast-paced environment. The Graduate Assistant will hold weeknight and bi-monthly weekend on-call responsibilities with co-Graduate Assistant to assist evening and weekend events as needed.

Report To: Connie M. Pileri
Assistant Dean for Student Affairs/Director of Event Services
Office of Event Services
2001 Main Street
Buffalo, NY 14208
716.888.2180 • eventmgt@canisius.edu

Terms: **August 7, 2023 - May 19, 2024 (subject to change)**

Compensation: Tuition: 100% tuition waiver of the program cost
Stipend: \$2000 for the academic year
Meal Plan: \$1350.00 for the academic year
Housing: Single bedroom in a shared apartment with other graduate students.
Additional hourly employment opportunities may be available.

Qualifications:

- Bachelor's degree.
- Enrollment in HESAA program at Canisius College.
- Excellent customer service skills, time management, supervisory, and organizational skills.
- Strong interpersonal and oral and written communication skills.
- Ability to work autonomously or in a group setting.
- Strong work ethic, flexibility, and initiative.

Office of Event Services General Duties and Responsibilities:

1. Establish and maintain 25 weekly scheduled office hours per week in addition to weeknight and weekend on-call rotation with co-Graduate Assistant (GA).
2. Responsible for hiring, scheduling, training, staff development, and supervision of all Event Services student employees with co-GA.
3. Responsible for student employee scheduling.
4. Assist with maintaining and managing events requested through the 25Live event scheduling/room reservation software.
5. Review, confirm, coordinate room reservations and room setup needs with clients: students, departments, faculty, staff and external. This is to include, but not limited to the following:
 - a. Coordinate and communicate with the Media Center, Facilities Management, Chartwells, and Public Safety for any event requirements.
 - b. Communicate updates with the event organizer or service provider.
 - c. Create room diagrams for events, as needed.
 - d. Provide assistance to our clients throughout the event to ensure the event operates efficiently and effectively.
 - e. After completion of the event, review event for changes that need to occur for next time.
 - f. Send "satisfaction survey" to the client.
6. Run event production including lighting and audio and visual equipment, when necessary.
7. Responsible for and assist with the event room setup, execution and room strike along with student employees.
8. Create weekly student employee event production/setup schedule and review student employees completed work at the end of their shift.
9. Ensure that event facilities are operational and properly maintained; and make recommendations to supervisors and process work orders, as needed.
10. Participate and assist with the development, coordination and implementation of the Graduate and Undergraduate Commencement ceremonies, Ignatian Scholarship Day, and Awards Ceremony.
11. Assist the administrative staff with the implementation of the College's event policies and update office, location and event procedures.
12. Assist in the execution of campus-wide activities including but not limited to Open House and New Griff Orientation.
13. Other duties and responsibilities as assigned.

SUMMER EMPLOYMENT OPPORTUNITY – SUMMER 2023

Objective: In conjunction with the graduate assistantship and due to the amount of training this position requires, the Office of Event Services offers a paid summer position for the GA hired for the 2023-2024 academic year.

Number of positions: 1

Compensation: up to \$2500 (tentative)

- *Final compensation amount for summer will be dependent upon budget approval and GA's availability.*
- *Additional hourly employment opportunities on evenings and weekends may be available.*

Terms: **June 6, 2023 – July 31, 2024.** The position is multi-faceted in meeting the co-curricular needs of a diverse population. This position will require the supervisor to work some evenings and when scheduled, weekend time commitments.

Duties: Refer to full Graduate Assistant position description.