



# Student Engagement Center Program Development Assistant for Commencement & Cultural Programs

Job Description

## I. SCOPE OF RESPONSIBILITIES:

The Program Development Assistant (PDAs) for Commencement & Cultural Programs will assist the Signature & Cultural Events Coordinator in the Student Engagement Center with data management, development, implementation, and evaluation of Commencement ceremonies and a variety of cultural programs. This position will report to the Signature & Cultural Events Coordinator, and the Associate Director of Student Engagement.

## II. SPECIFIC RESPONSIBILITIES:

### **Commencement**

- Assist in the planning and preparation for Commencement each semester.
- Assist in the responding to Commencement emails.
- Staff fall and Spring semester Commencement ceremonies.
- Attend Commencement-related meetings as necessary.

### **Cultural Programming**

- Assist in the development and implementation of small and large cultural programs related to diversity, social justice, and inclusion to meet students' needs and interests.
- Assist with the Black History Month and Hispanic/Latinx Heritage Month event planning groups.
- Collaborate with student organizations, campus departments, and community organizations.
- Assist with program-planning details and logistics, as directed. This may include, but is not limited to, maintaining databases, reserving rooms, ordering food, preparing mailings, etc.
- Assist with the development and implementation of marketing plans. This may include, but is not limited to creating posters and banners; sending announcements; and posting information, photographs, and videos on social networking sites, such as Facebook.
- Assist with details on event days. This may include ensuring rooms are set up according to plans, confirming catering, introducing speakers, etc.
- Assist with post-event details, including cleaning up, storing materials, and compiling evaluations.

### **General**

- Generate program ideas and solicit feedback of ideas from students.
- Act as a resource for visitors in the Student Engagement Center.
- Participate in meetings with supervisor, and meetings with other staff members as needed.
- Promote student involvement by participating on panels, staffing informational booths, and co-presenting at events, such as Campus Preview Days.

## III. QUALIFICATIONS AND SALARY:

All University of Wisconsin-Green Bay Student Engagement employees are required to be enrolled for at least 6 undergraduate or 5 graduate credits per semester with a minimum cumulative GPA of 2.0.

Successful applicants will be detail oriented and possess excellent organizational skills (including taking instructions well, following through on tasks, and completing work by deadlines) and communication skills (writing, proofreading, maintaining on-going contact with supervisor, etc.). Applicants will be passionate about diversity, social justice, and inclusion and have the desire to help plan and evaluate programs. They will demonstrate initiative, the ability to both work independently and as part of a team, and creativity. Experience with excel and/or event planning is helpful but not necessary. Computer skills are necessary.

This position will require occasional evening and weekend hours.

Starting wage is **\$12.50/hour**. Biannual wage increases are possible, contingent on performance. Position will require 10-15 hours of work per week.