

## Graduate Assistantship: Office of Admissions & Relations with Schools - Special Events & Programs

- **Job title, department, and supervisor:**

- Special Events & Programs Assistant
- Admissions & Relations with Schools
- Kati Dickson, Special Events & Programs Coordinator

- **Department Description**

- The Office of Admissions and Relations with Schools provides programs, activities, and services for prospective students, their parents/families, and high school/community college personnel to attract and enroll an undergraduate student body each year at both the freshman and transfer level. Students who apply to UC San Diego are well-prepared academically and include both freshman and transfer applicants from California, the United States, and all other countries.

The Office of Admissions and Relations with Schools values the varied contributions of each of its employees, and depends on that variety to reach a diverse population of prospective students. We uphold the University's Principles of Community.

- **Educational Objectives for the Graduate Assistant**

- The Graduate Assistant will work under direct supervision of the Special Events & Programs Coordinator. This appointment is for the 2013-2014 academic year. Projects and initiatives the Graduate Assistant will be involved in occur throughout the year, and will include: recruiting events (school visits, college fairs); on-campus application workshops; application webinars; local and national receptions; and day-long campus-wide events for admitted students and their families.

The Graduate Assistant will be evaluated three (3) times during the year (once per quarter) for the purpose of providing feedback on observed growth and learning. The Graduate Assistant will have the opportunity to develop the following leadership skills: interpersonal skills, communication skills, public speaking skills, time management skills, organizational skills, event-planning skills, etc.

- **Duties and responsibilities**

- Activities and events go on throughout the year and require the following types of work at different times to directly assist the Special Events & Programs Coordinator, as needed:
  - Coordinate, implement, and assess Special Events & Programs initiatives, which may include research, support and development of social media and marketing.
  - Assist with logistical coordination of recruitment and yield events on and off-campus.
  - Coordinate interview times and/or personal appearances of event speakers or leaders.
  - Assist with managing logistical details of all assigned events from inception to completion.
  - Procure volunteers and insure proper training for assigned events.
  - Work closely with ARWS Creative Services Team to insure website accuracy and up to date information and publications.
  - Become familiar with the ARWS personnel, policies, academic events, as well as, other University departments and events.

- Assist with monitoring event budgets and expense allocation.
  - Assist with implementation of webinars and online events as well as in-person workshops.
  - Attend events (some weekends and/or evening times) to assist with organization and implementation.
  - Responsible for creating and executing online market research to establish criteria and assist in program development.
- Knowledge and skills needed for assistantship
  - Interest in communications, marketing, and event planning.
  - Strong written, oral and interpersonal communication skills.
  - Knowledge of techniques to utilize various social media platforms to reach large numbers of people.
  - Ability to work in a team environment and perform work independently.
  - Strong organizational and programming skills, with attention to details.
  - Ability to reason logically, draw valid conclusions and make appropriate recommendations.
  - Ability to work effectively with diverse populations of students and staff.
  - Familiarity with Office Software: MS Office (Word, Excel, PowerPoint, Outlook) and Adobe products.
  - Coursework in student affairs, student development, or higher education.
  - Commitment to the tasks, punctuality, reliability, enthusiasm about the events and the department mission.
  - Attention to detail and deadlines.
  - Ability to keep track of multiple smaller projects while working towards a larger goal.
- Benefits of the assistantship
  - The Graduate Assistant will gain experience in a fast-paced office environment, focusing on complex and interdependent groups of people in a large department. There are continuous opportunities to interact with various organizations and offices across campus, as well as, within the community. Over the course of the academic year, the Graduate Assistant will get first-hand experience in the planning and execution of a broad-based, multi-media outreach campaign that is event-based, aimed at thousands of people, from scheduling to budgeting to execution and follow-up.