Position Description:
The Office of Student Activities (OSA) at Christopher Newport University is seeking an interested graduate student to become a part of the Student Activities team. This position is designed to give a full-time graduate student the opportunity to participate in practical, hands-on experience in the area of student activities programming and student organization advising. The graduate assistant will play an active role on the student activities team, and will work directly with student leaders to plan and implement small and large scale programs at the University.

About Christopher Newport University:
CNU is a public school offering a private school experience -- great teaching, small classes, and a safe, vibrant campus. A "student-first, teaching-first" community, CNU is dedicated to the ideals of scholarship, leadership and service. The University is located in Newport News, Virginia and enrolls 5,000 students. The University has recently completed nearly $1 billion in capital construction on its 260-acre campus, generated nearly 9,000 applications for a freshmen class of 1,200 and has been named one of the top 10 "up and coming" liberal arts schools in U.S. News & World Report's America's Best Colleges guide. For further details and information about Christopher Newport University, visit the University's web site at http://www.cnu.edu.

Responsibilities:
• Co-advised (with the Assistant Director) the Campus Activities Board (CAB)
• Provide leadership to, support, advise and mentor assigned members of the CAB Executive Board through regular meetings and interactions.
• Attend weekly CAB Executive Board Meetings.
• Hold a total of twenty (20) office hours per week.
• Assist in the allocation and expenditure of $150,000+ programming budget.
• Work with agents and performers to negotiate and execute performance contracts.
• Work with Assistant Director to plan CAB retreats and training opportunities.
• Attend and supervise CAB and student activities events as needed.
• Assist the Office of Student Activities (OSA) with program planning and implementation of services and experiences that enhance students' development and leadership skills.
• Contribute to OSA events, including but not limited to Club Fair, Captains Ball, Student Leadership Awards, Women/Men in Leadership Programming, Emerging Leaders Programming, etc.
• Oversee the coordination and evaluation of the "Art of Leadership" design competition.
• Assist in the development of marketing strategies for events and educational efforts.
• Attend department and division meetings as able and contribute to discussion items and office business.
• Work collaboratively with campus offices, departments, and student organizations to develop educational and programming initiatives.
• Meet regularly with supervisor to provide updates, monitor performance, and seek guidance on the graduate assistant experience.
• Other duties as assigned.

Desired Qualifications:
The graduate assistant must be admitted to and enrolled full-time or have a Master's degree, preferably in higher education administration or student personnel. Applicants with previous experience and knowledge of event planning or programming on a college campus are strongly encouraged to apply. Candidates should exhibit maturity, enthusiasm, and creativity.

Classification/Hours:
This assistantship is a part-time (20 hours per week) position, with the understanding that some weeks require more hours than others. Some hours will be spent in the office, while others are spent at events in the evening and on weekends.

Length of Assistantship:  August 1, 2014 – May 31, 2015 (dates are negotiable based on schedule)
Remuneration for Assistantship: Compensation is TBD for a period of nine and half months.