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 support. 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:
- Hold a total of twenty (20) office hours per week.
- Co-advising (with the Assistant Director for Programming) the Campus Activities Board (CAB)
- Work with agents and performers to negotiate and execute performance contracts.
- Work collaboratively with campus offices, departments, and student organizations to develop educational and programming initiatives.
- Facilitate student organization training, retreat, and development opportunities as a representative of the office of Student Activities.
- Contribute to OSA events, including but not limited to Club Fair, Captains Ball, Homecoming, Senior Week, Thursday Night Trivia, Fraternity & Sorority Recruitment, etc.
- Assist in the allocation and expenditure of program budgets.
- Attend and supervise organization and department events as needed.
- Assist in the development and execution of marketing strategies for the overall office and individual events.
- Attend department and division meetings as able and contribute to discussion items and office business.
- 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. We are seeking candidates who will embrace our Key Traditions: Friendly, caring and energetic service; Anticipating and meeting needs; Unrelenting attention to detail; Inspiring and uplifting others; Putting students first; Transforming lives.

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, 2017 – May 31, 2018 (dates are negotiable based on schedule)
Remuneration for Assistantship: Compensation will be the cost of full-time tuition and a $4000 stipend, to be paid bi-weekly.