



STUDENT AFFAIRS

CENTRAL MICHIGAN UNIVERSITY

Job Title: Student Development and Student Events Graduate Assistant

Department: University Recreation

Date: Academic Year Assistantship, August 2023 – May 2024

Minimum Qualifications:

- Earned Bachelor's degree
- Admission to Central Michigan University's College of Graduate Studies
- Demonstrated positive interpersonal skills
- Demonstrated ability to communicate effectively and project a positive image
- Serve as a role model for all students and staff in personal and professional behaviors
- Ability to balance several projects and meet deadlines

Specific Duties Performed:

Student Development

- Assist in the development department student leadership programs
- Facilitate new student staff orientation program and leadership workshops
- Assist in the implementation of student staff recognition programs and events
- Coordinate communications and other announcements related to student development initiatives

Event Support-Student Orgs

- Responsible for coordinating the scheduling of practice times/facilities for club sports program and other student organizations
- Assist and provide support with event planning, logistics development and management for all student related (RSO) special events taking place within University Recreation facilities
- Assist in the supervision/training of facility staff for upcoming events
- Assist in the further development of manuals and risk management guidelines and procedures compliant with industry standards for student organizations
- Assist with the compliance of University Recreation's Club Sports
- Assist with Event Building Administration for all Special Events
- Staff department information tables - MainStage, Get Acquainted Day, etc.
- Perform all other duties as assigned

Certification Requirement

- Red Cross CPR-PR/AED, First Aid certification (preferred)