

# IMU ACTIVITIES & EVENTS

## GRADUATE ADVISOR – UNION BOARD

PRACTICUM EXPERIENCE

SPRING 2018

### POSITION DESCRIPTION

The Activities & Events Graduate Advisor for Union Board, under the direction of the Activities & Events Program Advisor, will serve as an advisor for a select student director of the Indiana Memorial Union Board (Union Board/UB) and their committee. In addition, they will assist with the coordination and implementation of major programming initiatives with the Indiana Memorial Union and Office of Activities & Events including IMU Late Nite, IU Day, Cultural Recognition events, Little 500 Week, Welcome Week Block Party, the Global Music Series, Union Board Leadership Class, and other projects.

As an integral member of the Union Board staff, the graduate assistant participates in the implementation student-fee sponsored events, assists in the monitoring of a ~\$300,000.00 budget, and advises several programs each semester of varying scale. Individuals will gain experience in administration, training, leadership, assessment and evaluation, program development, budgetary planning and implementation, communication, public relations, advertising, facilitation and presentation, and problem solving.

### DATES OF EMPLOYMENT & COMPENSATION

The ideal candidate for the Graduate Advisor – Union Board practicum experience will serve two consecutive semesters, beginning January 1, 2018 and ending December 31, 2018. A one-semester experience is available but learning outcomes are best met through a full year term. Graduate students serving for two consecutive semesters will have the opportunity to observe student development from the beginning of a leadership role to its culmination.

Practicum Students earn three credits with dual enrollment in U547: Professional Development Seminar in Student Affairs.

\*Graduate Students are to remain in communication and assisting with various projects and initiatives throughout intersessions though not required to remain on campus.

### ESSENTIAL JOB FUNCTIONS

The following section outlines the essential job functions of the Activities & Events Graduate Advisor including office hours and event staffing.

### DUTIES

- Advise the Indiana Memorial Union Board of Directors and assist with developing programs, events, and activities for Indiana University students
- Partner in programming by facilitating and enhancing effective programming; assisting with program planning and execution; attending to details and follow-through in planning
- Serve as a resource and content specialist for students by actively seeking ideas and resources; providing personal resources and expertise
- Assist student directors in the development and implementation of plans to market, promote, and publicize programs to the campus community
- Assist in data collection, interpretation, and reporting of Union Board programs
- Conduct regular group and 1:1 meetings with Union Board advisees
- Assist Activities & Events staff with development and implementation of biannual Union Board retreats
- Assist Activities & Events staff with planning, implementation, and teaching of 1-credit leadership course for Union Board Directors and committee members

- Encourage on-going personal and professional development of self, students, and unit staff by coordinating conferences, retreats, workshops, etc.
- Attend and participate in all staff meetings, training sessions, and department/division-wide meetings and programs
- Continually communicate with fellow professional staff about projects, events, responsibilities, and concerns.
- Promote commitment to the Indiana Memorial Union by serving as a fully functioning, contributing member of the department staff
- Foster strong relationships and serve as a liaison with Indiana Memorial Union administration, staff, and students.

## STAFFING EXPECTATIONS

The IMU Activities & Events Graduate Advisor practicum experience requires a minimum of 8 hours per week; however, due to the nature of working with students and student events, there are occasions in which this position will require night and weekend work, and go above and beyond 8 hours in a given week. These hours will include the five business days of the week; incorporate relevant department meetings, Union Board & IMU responsibilities, and other projects as assigned.

Events requiring attendance by the Activities & Events Graduate Advisor include but are not limited to the following:

- Events hosted by direct advisee; if graduate assistant is unable to be present for their advisee's program, it is their responsibility to find a substitute with as much advanced notice as possible
- Weekly Indiana Memorial Union Board of Directors meetings, Thursdays from 6-8:00PM
- Fall and Winter retreats for the Indiana Memorial Union Board
- Installation Banquet of the Indiana Memorial Union Board of Directors
- Other Union Board and Activities & Events programs as needed

The Activities & Events Graduate Advisor will receive advance notice of event staffing obligations in most circumstances, however there will be occasions when last-minute staffing notice is unavoidable. Maintaining a flexible calendar is helpful.