

GSA PROGRAMMING: HOURLY ASSISTANT COORDINATOR WANTED

The GSA Hourly Assistant Programming Coordinator aids in the organization of social and cultural events throughout the year that enrich graduate students and the UB community. Some example events are the Welcome Back Bash, monthly Java Junctions, and the annual Jingle Jangle Jam and Mardi Gras parties.

Candidates should possess these qualifications:

- Be organized and demonstrate the ability to manage multiple projects/events simultaneously
- Time management and human relations skills
- Prior event planning experience *preferred*
- **MUST** have paid student activity fee to apply
- **MUST** have car for programming logistics

The Hourly Assistant Programming Coordinator's responsibilities will include but are not limited to:

- Assist the Programming Coordinator with planning, executing, and attending social and cultural GSA programming in conjunction with the GSA Executive Committee on an hourly basis as needed
- Submit event proposals to the Programming Coordinator and GSA Executive Committee for approval and budgeting consideration when requested
- Be available to meet with students at South Campus or Roswell Park as needed
- Attend all GSA Staff Meetings
- Promote GSA and its activities in cooperation with the Programming Coordinator, GSA Executive Committee, Office Managers, and Webmasters
- Other duties as assigned by the GSA Executive Committee

Any materials created during the job on Graduate Student Association facilities are property of the Graduate Student Association. Any software or hardware requiring a password to Graduate Student Association property must be provided to the Graduate Student Association Executive Committee upon modification or by request of the committee.

To be considered for this position, please attach to an email AS A SINGLE PDF the following:

- Cover letter describing your background, availability and interest
- Resume

Send it to gsa-vicepresident@buffalo.edu by February 9th. Qualified candidates will be invited to interview the following week. This is an hourly paid position (\$15 per hour) from February 16, 2018 to August 31, 2018.