

GSA PROGRAMMING: MANAGING COORDINATOR WANTED

The GSA Programming Coordinator organizes social and cultural events throughout the year to enrich graduate students and the UB community. Some examples of 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
- Leadership and problem-solving skills
- Prior event planning experience *preferred*
- **MUST** have paid student activity fee to apply
- **MUST** have car for programming logistics

The Managing Programming Coordinator's responsibilities will include, but are not limited to:

- Plan, execute, and attend all aspects of social and cultural GSA programming in conjunction with the GSA Executive Committee
- Act as Programming liaison between GSA and any other University at Buffalo Offices and/or Departments
- Maintain the annual programming budget
- Submit event proposals to the GSA Executive Committee for approval and budgeting considerations
- Work a minimum of 6 office hours on location at the GSA main office during business hours, Monday through Friday
- Attend all GSA Senate Meetings and Staff Meetings
- Produce an annual report by the close of the full academic year stating the goals of the Programming Coordinator for the upcoming year and summarizing the successes, failures, and changes from the past year, including revenues and expenses
- Supervise an hourly assistant to aid in the Programming Coordinator's duties
- Promote GSA and its activities in cooperation with the Hourly Assistant Programming Coordinator, GSA Executive Committee, Office Managers, and Webmaster
- Maintain a systematic library of programming contacts and resources
- Provide an evaluation of the Hourly Assistant Programming Coordinator to the GSA Vice President
- 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 July 3rd. Qualified candidates will be invited to interview mid-July. This is a stipend position in the amount of \$9,529 from September 1, 2017 to July 31, 2018 with an annual renewal/evaluation process.