GSA ASSISTANT PROGRAMMING COORDINATOR WANTED

The GSA 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 monthly Java Junctions, the annual Mardi Gras party, and the Moondance Cruise.

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 Assistant Programming Coordinator’s responsibilities will include but are not limited to:

- Assisting the Programming Coordinator with planning, executing, and attending social and cultural GSA programming in conjunction with the GSA Executive Committee
- Submitting event proposals to the Programming Coordinator and Officers for approval and budgeting considerations
- Being available to meet with students at South Campus or Roswell Park as needed
- Attending all GSA Meetings and Staff Meetings
- Promoting GSA and its activities in cooperation with the Programming Coordinator, Executive Committee, Office Managers, and Webmaster
- Other duties as assigned by the 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 apply, please attach to an email in a PDF the following:

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

Send it to gsa-vicepresident@buffalo.edu by May 20th. Qualified candidates will be invited to interview through late May. This is an hourly paid position, in the amount of $15 per hour, through June 31, 2020 with an annual renewal/evaluation process.