

STUDENT INVOLVEMENT UNIVERSITY OF NEBRASKA-LINCOLN

SI MISSION: Student Involvement (SI) creates and models inclusive environments where students find opportunities for personal and professional development. We integrate in-class and out-of-class learning to provide positive experiences through programs, services, and events.

Student Involvement Content Area: University Program Council (UPC)

Job Title: Graduate Assistant

Hours Per Week: 19.6

Position Reports to: Karen Freimund Wills, Program Coordinator

Work Location: 134 Nebraska Union

Compensation: \$1,381.16 monthly stipend plus tuition remission, subsidized health insurance, full coverage for NACA National Convention, and potential available funds for professional development.

Position is Available: August 4, 2017 through May 4, 2018 (with the potential for a 2018-2019 renewal)

Basic Function: Assist Student Involvement in the development, implementation, advising, and evaluation of the University Program Council programs and services, as well as create an environment where activities and programs foster healthy development.

UPC MISSION AND PURPOSE: The University Program Council (UPC) is a student organization that enhances the University community and student experience through diverse, educational and entertaining programs. UPC acts as the executive body responsible for the implementation of programs and activities funded by University Programs and Facilities Fees (UPFF). The UPC office is located in the Nebraska Union and is a functional area of Student Involvement.

Student Involvement Responsibilities

1. Participate as an active staff member in all Student Involvement training, orientation, and staff development meetings, programs and committees.
2. Contribute to the development of collaborative projects across other SI content areas.
3. Assist in the development of collaborative projects with other campus offices, departments, and divisions as opportunities arise to help achieve the Student Involvement strategic goals.
4. Serve students and other customers of Student Involvement as needed.

Content Area Responsibilities

1. Co-advise the entire UPC Executive Board (Officers: President, Internal Vice President, External Vice President, Financial Manager, Secretary and Membership Coordinator; Committee Chairs: Public Relations-Marketing & Communications, Entertainment, and Diversity/Education).
2. Supervise and assist in the coordination of all Entertainment and Diversity/Education programs.
[NOTE: We primarily hold programs during the evening hours and weekends, which include two large-scale concerts each year, educational lectures/panels, debates, novelty acts, etc.]
3. Attend weekly meetings of the Advising Team (Program Coordinator, Graduate Assistant and President), Executive Board, and General Council, and conduct weekly 1-on-1 meetings with all Executive Board members.
4. Remain in frequent contact with Program Coordinator, Officers, Chairs, and General Council members utilizing all forms of communication (email, text, phone, Facebook, GroupMe, etc.).
5. Administer and interpret policies with respect to UPC contracts, negotiations, licensing, and copyrights when working with agents, speakers and performers.
6. Assist with event planning and facilitation for the Membership Retreat, Event Selections, Banquets, and organization fundraisers.
7. Contribute to the large-scale assessment plan for UPC, as part of the Student Involvement CAS Standards and assessment initiatives.
8. Represent University of Nebraska–Lincoln as a Graduate Assistant Delegate at the National Association for Campus Activities (NACA) National Convention.
9. Perform miscellaneous job-related duties as requested by the Program Coordinator.

It is the policy of the University of Nebraska-Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion or political affiliation.