

# Campus Programming

## Graduate Assistantship

The successful Campus Programming Advisor candidate will assist in providing leadership to the Campus Activities Board (CAB) and programming efforts within the office of Student Activities & Leadership Programs (SA&LP). The purpose of the position is to advise CAB and create positive programming that will positively influence student learning and development, celebrate diversity and multiculturalism and manage processes that are supportive of the mission of SA&LP.

### Responsibilities:

Assist the Associate Director with:

- Advising the Campus Activities Board (CAB)
- Attending the regional and national NACA conferences
- Planning and implementing campus-wide events including, Bronco Bash, Homecoming Week, Miller Movies, Concerts, Cultural Events, Comedians, and Special Events
- Actively participating in departmental and campus committees
- Encouraging the advancement of diversity within the community
- Recognizing accomplishments of students and staff members
- Communicating appropriately, effectively, and in a timely manner with all University constituencies
- Serve as the coordinator for the annual Who's Who recognition program

### Requirements:

A Bachelor's degree, experience with event planning and student organizations, significant leadership experience and graduate program acceptance (Higher Education & Student Affairs or related program preferred). Effective interpersonal skills, ability to work with diverse groups of students, teamwork skills, conflict mediation skills, ability to manage multiple tasks, strong organizational skills, and knowledge of student learning and development are also necessary. Position begins on or around May 7<sup>th</sup>, 2012.

### Remuneration:

In 2011-2012, compensation was \$16,974.00 for the year-round position, out-of-state tuition waiver for the first year (up to 6 credit hours/semester (Fall and Spring)); 3 credit hours per session for Summer I and II. This is conditional upon being accepted and enrolled full time in a graduate program. The graduate assistantship is an average of 20 hour per week, year-round appointment, renewable upon satisfactory performance. Also included are: reserved parking, 10% bookstore discount, and professional development opportunities.

### Application Contact Person:

**Please submit a resume and cover letter. Priority consideration will be given to those who apply on or before January 23, 2012.**

Name: Chris Sligh; Title: Director, Student Activities & Leadership Programs

Preferred method: email- [chris.sligh@wmich.edu](mailto:chris.sligh@wmich.edu)

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**Student Activities & Leadership Programs**  
**Western Michigan University**