

**COMPTON UNION
WASHINGTON STATE UNIVERSITY
GRADUATE ASSISTANT, EVENT SERVICES**

POSITION OVERVIEW

This position is primarily responsible for the management, supervision, and control of the events occurring in the Compton Union. Graduate Assistant will be responsible for training, evaluation, and supervision of event services staff.

DUTIES AND RESPONSIBILITIES

- Assist with the supervision of all Compton Union event services staff.
- Aid with administrative duties such as payroll, budgeting, inventory, and policy compliance.
- Coordinate training for event services staff.
- Administrative support, assignment of staff and assist with event supervision.
- Coverage of weekend and evening hours of events may be required as events dictate.
- Assist in the interview process of all recent hires of staff.
- Provide feedback for merit increases during performance assessments.
- Serve on department Student Development Committee.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and experience in event management and facility operations.
- Experience in staff supervision, hiring, evaluation, or training.
- Computer knowledge, including proficiency with Windows based computer system and Microsoft applications.

ESSENTIAL WORK COMPETENCIES

- Ability to communicate effectively both orally and in writing with multiple constituents.
- Ability to interact with people in a positive manner.
- Ability to enforce necessary performance standards.
- Ability to identify and initiate work projects and function independently.
- Ability to think analytically and evaluate possible solutions.
- Ability to prioritize and arrange job assignments.
- Ability to be creative and innovative with new ideas.
- Ability to work with difficult people and maintain control.

QUALIFICATIONS

Required Qualifications:

- Bachelor's degree in management, hospitality or related field.
- Computer knowledge, including proficiency with Windows based computer system and Microsoft applications.
- Excellent written and verbal communication skills
- Ability to work collegially and collaboratively with diverse internal and external constituencies
- Demonstrated excellence in customer service skills
- Knowledge and experience in training and supervision of employees
- Acceptance to WSU Graduate program

Preferred Qualifications:

- Demonstrated strong communication & interpersonal skills.
- Demonstrated excellent administrative & organizational skills.
- Experience in event management, catering services and/or audio visual support services.

HOURS PER WEEK:

Average of 20 hours a week, weekends and evenings required.

STARTING DATE

August 1, 2010 (staff paid hourly at \$11.75/hour until August 15). Assistantship takes effect August 16, 2010.

COMPENSATION

Approximately \$12,948 (FY09) (.5 FTE) and includes waiver of tuition. Students will receive individual medical coverage as part of the assistantship. Nine month position (August 16 – May 15). Individuals must be a resident of Washington State during employment. Assistance for professional development opportunities is available.

APPLICATION PROCESS

Applications are due by December 7, 2009. Please mail or email resume, name and contact information of 2- 4 references, and letter of application to Ryan Lahne, PO Box 647204, Pullman, Washington, 99164-7204 or rlahne@wsu.edu.

ADMISSION REQUIREMENTS

Requirements include a baccalaureate degree or equivalent from an accredited college or university; acceptance by the WSU Graduate School, (a GPA of 3.0 or above, official transcripts, 3 letters of recommendation are required by the Graduate School). Visit www.gradschool.wsu.edu for more information. Applications to the Graduate School are due by January 10, 2010 for priority acceptance. Some colleges require earlier application – please view application deadlines for program of interest. EEO/AA/ADA