



Graduate Apprentice for Union Board

Department: Student Activities

Reports to: Assistant Director of Student Union

Union Board

Overview: Union Board [UB] creates and sustains programs within the Bill Daniel Student Center [SUB] that are both engaging and enriching to foster community and relationships among students.

Programs include Sundown Sessions [late-night/weekend program hosted every Saturday from 8pm-12am, and UBREAK [a twice-a-month free breakfast hosted on the first floor of the SUB].

Union Board is one of three programming boards under Campus Programs, and the GA will work as part of the Campus Programs team.

Supports the mission of the university by: The Graduate Apprentice for Union Board advises student leaders in the development, implementation and execution of events hosted in the Student Union under the supervision of the Assistant Director of the Student Union.

Essential Functions:

- Advise the students on the Union Board by providing support for program development, logistics, implementation, risk management, vendor relations, and compliance with university policies and procedures.
- Facilitate UBREAK and Sundown Sessions programming, guiding program development and implementation alongside student leaders.
- Assist with social media promotion by supporting the student marketing coordinator for all Union Board events through various relevant platforms.
- Shape and facilitate leadership development retreats and training [Fall, Spring, and Summer] for Union Board student leaders.
- Assist and support Christmas on 5th preparation, decoration and tear down in second floor rooms
- Create, launch, and summarize assessments of student event feedback to inform the planning of future student union programs.
- Participate in Campus Programs recruitment, interview, and selection process for Union Board student leaders.
- Serve as an active member of the Student Activities Office and Campus Programs Team, attend meetings and support and contribute to the departmental goals and initiatives.
- Other duties as needed or assigned by the Assistant Director.

Qualifications: This position is classified as Graduate Apprentice. The Graduate Apprentice is expected to work 20 hours per week. Some evening and weekend work is required. Flex time will be granted, upon supervisor approval, to compliment academic experience.

REV. 2024