University Centers Campus Activities Board Graduate Assistant
Position Description 2015-16

**Campus Activities Board Mission Statement**
We believe in providing educational and entertaining events to the UW- La Crosse campus and community. We hope to challenge individual thought through performing arts and lectures, evoke laughter with comedians and special events and be inclusive to all walks of life for any event we provide. The programming and executive processes of the Campus Activities Board enhance leadership skills and provide developmental growth to any UW-La Crosse student who chooses to participate. Campus Activities Board strives to link education, entertainment and YOU.

**Position Responsibilities**
The advisers to this organization work closely with the student coordinators learning and working in an environment that is team oriented and learning focused. This assistantship prepares graduate assistants for Student Affairs through one-on-one mentoring and group advising, program development, implementation and evaluation, leadership training, and evaluation while working together with another graduate adviser and full-time staff mentor. Campus Activities Board (CAB) is the all campus programming board that is made up of nine (9) student board members and up to 40 general members. Campus Activities Board programs include small and large concerts, comedians, performing arts, movies, lectures, documentary films, hypnotists, and other special events.

1. Meet with CAB full-time adviser weekly.
2. Assist in the recruitment and training of coordinators and CAB general members.
3. Attend weekly CAB board and general meeting.
4. Meet weekly with the students this position advises.
5. Attend events coordinated by students this position advises or arrange for another adviser to be present. Attend other events as possible.
6. Work with CAB and help wherever and whenever as needed.
7. Assist with the training of a successor, if applicable.
8. Assist with program evaluations as applicable.
9. Complete annual reports as required by the program.
10. Serve as engaged member of the University Centers staff by:
   a. Assisting in the implementation of University Center’s mission to provide a welcoming environment that facilitates learning opportunities, embraces, diversity, and enriches the campus experience.
   b. Attending regular University Centers staff, sub-unit, and staff training meetings.
   c. Cooperating with other graduate assistants and full-time staff in University Centers and attending regular meetings with graduate staff and supervisors.
   d. Maintaining regular office hours (20 hours per week minus regular meetings).
11. Complete other administrative functions as needed.

*The University of Wisconsin-La Crosse is committed to providing equal educational and employment opportunity regardless of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital and parental status.*