

Title: Director of Programming
Hours Per Week: 13
Support Payment: \$2,380.00
Length of Term: Fall and Spring Semester
2019-2020 Academic Calendar

Position Overview:

The Director of Programming shall be responsible for all events, programs, activities for the entire graduate community including but not limited to social, personal, and professional development opportunities.

Responsibilities

- I. Responsible for overseeing and coordinating all the event planning for the council for the entire Graduate Community
- II. Work with the Director of Clubs & Campus Relations to organize an Graduate Student Involvement Fair with all graduate-level organizations at the beginning of the academic year
- III. Organize a Town Hall to graduate students to meet the council, learning about upcoming events, and share their concerns
- IV. Organize the Graduate Research Symposium at the end of the year for graduate students to showcase their research
- V. Organize at least one university-wide social event, community service, and professional development event per semester
- VI. Serve as a liaison for joint programming and communication for various entities on campus including but not limited to:
 - A. Student Bar Association (SBA)
 - B. American University Student Government (AUSG)
 - C. Kennedy Political Union (KPU)
 - D. Office of Graduate Studies & Research
 - E. University Library
 - F. Academic Support and Advising Center (ASAC)
 - G. Career Development
 - H. Office of Merit Awards
 - I. Office of Campus Life

Expectations

- I. Attend all “official” Graduate Leadership Council events, meetings, and activities
- II. Communicate effectively with council members and Office of Student Activities
- III. Contribute to a positive work environment
- IV. Consistently demonstrate passion and service to the graduate community
- V. Fulfill all responsibilities assigned to the position