

Position Description

2016 Calendar Year

Organization: Graduate & Profession Student Council

Position Title: Grad Camp Assistant Director

Application Deadline: February 26, 2016

Position Description:

Grad Camp helps introduce those new to Texas A&M University to the campus' culture and core values. It is intended to build a community by fostering interaction between graduate and professional students. Grad Camp connects students to resources across campus. For more information visit www.gpsctamu.org.

The Assistant Grad Camp Director(s) is/are responsible for assisting with all components of Grad Camp 2016 including the planning, coordinating, and execution of the camp. The Assistant Director(s) will oversee the grad camp team including grad camp counselors. This position is a twelve month voluntary position ending in December of 2016. In addition to planning and executing Grad Camp, the Assistant Director(s) will be responsible for collecting and analyzing feedback from Grad Camp to further improve the event for upcoming years.

The Grad Camp Assistant Director(s) will directly report to the Grad Camp Director. Grad Camp is funded by the Graduate and Professional Student Council and the Grad Camp Director reports directly to the council.

Position Functions:

The Assistant Director(s) will ultimately assist the Grad Camp Director with each function:

- Plan, market, execute, and evaluate all components of Grad Camp 2016.
- Manage the logistics and budget of upwards of \$15,000. Work with internal and external vendors for room rentals, storage, operational supplies, t-shirts, food, and giveaways. Assist with donation and sponsorship requests.
- Oversee all marketing components including external communications: email, print, website content, and social media.
- Serve as the Grad Camp liaison and promoting Grad Camp to University Officials, Departments, and the Bryan/College Station Community.
- Develop and implement Grad Camp Assessment, and interpret results.
- Provide exit documents, and create a transitional binder to be given to the following year's Director.
- Other duties as assigned.

Depending on the amount of Assistant Directors these duties will be divided among the Assistant Directors resulting in different positions i.e. Logistics Assistant Director and Finance Assistant Director.

Position Requirements:

- Graduate or professional student enrolled full-time (at least 9 hours) with a cumulative GPR of at least 3.0
- Must be available to serve in this position during the 2016 spring, summer, and fall semester and be living in the Bryan/College Station area during this period.
- Appreciation of diversity

Preferred Position Requirements:

- Strong Event Planning skills
- Advanced communication skills
- Comfortable with public speaking
- A professional demeanor
- Ability to think big picture while paying attention to detail

The deadline for the application is **February 26, 2016**. All qualified individuals will be invited for an interview, which will be held in the week of February 29, 2016 to March 3, 2016.

To apply for the position, please send your resume and answers to the following questions to: GPSCExecutiveVP@tamu.edu:

1. Why are you interested in the Grad Camp 2016 Assistant Director position?
2. What skills and experiences do you have that you can contribute to this position?
3. What characteristics describe you best when you are working with other individuals?
4. What position functions interest you the most, and how do they align with your skillset?
5. What other commitments do you have during the academic year?
6. Will you be available and living in College Station/Bryan during the summer of 2016?

For Questions Contact:

Name and Title: Koen Höcker – GPSC Executive Vice President

Email address: GPSCExecutiveVP@tamu.edu

Name and Title: Kevin Andrews – 2015 Grad Camp Director

Email address: gradcamp@tamu.edu