

## **Position Description**

2016 Calendar Year

**Organization:** Graduate & Profession Student Council

**Position Title:** Grad Camp 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](http://www.gpsctamu.org).

The Grad Camp Director is responsible for all components of Grad Camp 2016 including the planning, coordinating, and execution of the camp. The Director will oversee the Associate and Assistant Directors, as well as 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 Director will be responsible for collecting and analyzing feedback from Grad Camp to further improve the event for upcoming years. The director will also write a final report at the end of camp and present to the Graduate Operations Committee.

The Grad Camp Director will directly report to the Graduate and Professional Student Council Advisor. This position will also sit on the Graduate and Professional Student Council Executive Committee, reporting to the President and fellow committee members.

### **Position Functions:**

- Plan, market, execute, and evaluate all components of Grad Camp 2016.
- Recruit, train and motivate the Grad Camp Associate Director, Grad Camp Assistant Director(s), and Grad Camp counselors.
- 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.
- Attend regular GPSC General Assembly and GPSC Executive Committee meetings (weekly on Tuesdays at 6pm). Support the organization and actively participate in GPSC events.

- Prepare and present a final report to the GPSC, University administration, and other interested parties detailing Grad Camp 2016 following the event.
- Provide exit documents, and create a transitional binder to be given to the following year's Director.
- Attend regular meetings and trainings with the GPSC Advisor, GPSC President, and Officers.
- Other duties as assigned.

**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
- Team management skills
- 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 through March 3, 2016.

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

1. Why are you interested in the Grad Camp 2016 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 other commitments do you have during the academic year?
5. 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](mailto:GPSCExecutiveVP@tamu.edu)

**Name and Title:** Kevin Andrews – 2015 Grad Camp Director

**Email address:** [gradcamp@tamu.edu](mailto:gradcamp@tamu.edu)