Graduate Assistant, Event Production Services
Student Involvement & Leadership Development
Northern Illinois University

Student Involvement & Leadership Development (SILD), Event Production Services: Event Production Services (EPS) is a student-run production service at NIU. We market, ticket, and set-up all types of events, including but not limited to; concerts, speeches, comedy groups, and dances. We provide many services that help organizations run events of all sizes.

Department Mission: Student Involvement & Leadership Development is dedicated to engaging students and the University community in campus life through intentional programs and resources that facilitate holistic development.

Student Affairs & Enrollment Management Mission: In alliance with the educational mission of Northern Illinois University, the Division of Student Affairs & Enrollment Management creates student learning opportunities and provides critical service beyond the classroom that inspire intellectual, personal, and civic growth for leadership in a diverse and complex world.

The Position: This graduate assistant (GA) reports to the SILD Technical Director. The GA provides planning advice and support to the student leaders and employees of EPS. The GA is responsible for ensuring the success of various programs, provides administrative support to the Technical Director, and may be on call to provide event/ticketing support at various points in the year. This person will also help provide audio/visual support contracts for EPS within the Holmes Student Center (HSC), as well as provide support and supervision of the EPS/HSC graphic design and marketing team. The GA is part of the general SILD team and assists with departmental programs such as Welcome Week, Homecoming, Family Weekend, NIU Cares Day, and the Kevin D. Knight Leadership Awards.

Responsibilities:

- **Supervising**: Assist in supervision of EPS managers and staff in the planning and execution of campus events. Attend EPS manager meetings and events, which are typically held outside of traditional office hours.

- **Ticketing and Policy Enforcement**: Assist in managing Social Event Ticket sales and operations of the Student Box Office.

- **Event Setup**: Oversee and support student staff in the setup of audio, lighting, and staging equipment.

- **Problem-Solving**: Assist students in the event planning process and identify possible pitfalls and opportunities. Work with students to address issues as they arise during event implementation.

- **Organizational Skills**: Effectively multi-task and manage large-scale programs in addition to general duties. Help maintain office, including scheduling hours and payroll.

- **Assertiveness/Confrontation**: Assist in disseminating policy information to constituencies including students, student organizations, and university departments. Provide constructive feedback to supervisors about programs, organizations, and/or councils. Coach student leaders to develop leadership and programming skills.

- **Interpersonal Relations**: Maintain positive and healthy interactions with EPS staff, SILD staff, and EPS customers.

- **Develop and Present Training**: Design and present trainings or presentations for student staff, organizations, and other constituencies.
• **Multicultural Competency:** Work effectively with students, faculty, and staff from diverse backgrounds and experiences.

• **Office Involvement:** Participate as an active member of the SILD staff by attending meetings and trainings and providing support to major department programs such as Welcome Days, Homecoming, the NIU LEAD Summit, the Kevin D. Knight Leadership Awards, and NIU Cares Day.

• **Collaboration:** Create effective partnerships with various student organizations, councils, university offices, community partners, and other constituencies to complete EPS and SILD tasks and priorities.

• **Flexibility:** Participate in activities outside of the general scope of the assigned area as needed by SILD, particularly during times like Welcome Days, Homecoming, the NIU LEAD Summit, and NIU Cares Day. Flexibility with scheduled hours may be needed to help oversee events.

• **Oral Communication:** Assist in representing SILD at Open Houses, Orientation sessions, and other outreach efforts.

• **Technology:** Assist in maintaining AV equipment. Maintain web and computer-based hardware and software.

**Requirements:**

• Admitted to NIU’s graduate school and enrolled in a graduate course of study.

• Preference will be given to candidates with experience in event planning and programming.

**Qualifications:**

• Demonstrated skills in leadership, communication, and the ability to work with students.

• Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds.

• Experience with planning and managing large scale events.

• Experience with cash handling procedures.

• Knowledge of computers, web programming, and Internet-based software.

• Knowledge of basic audio and lighting systems is preferred.

• Experience supervising student employees is preferred.

• Experience with marketing and/or graphic design is preferred.

**Salary/Compensation for a 10 month, 20 hours per week position include:**

• **Start Date:** July 16, 2016

• **Salary:** $1000 per month, distributed semi-monthly

• **Tuition:** Tuition waiver (excluding student fees, any off-campus fees, the cost of books, etc.)

• **Housing in residence hall:** no

• **Meal Plan:** no

• **Other Benefits:** Professional development opportunities

**Contact Information:**

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*Position number(s): 35935*