

GSA PROGRAMMING: PROGRAMMING COORDINATOR WANTED

The GSA Programming Coordinator organizes social, cultural and professional development events throughout the year to enrich graduate students and the UB community. Some examples of events are monthly Java Junctions, tickets for sporting events (Go Bills!) and the annual Moondance Cruise.

Candidates should possess these qualifications:

- Be organized and demonstrate the ability to manage multiple projects/events simultaneously
- Time management and human relations skills
- Leadership and problem-solving skills
- Prior event planning experience *preferred*
- **MUST** have paid student activity fee to apply
- **MUST** have car for programming logistics

The Programming Coordinator's responsibilities will include, but are not limited to:

- Plan, execute, and attend all aspects of GSA social, cultural, and professional development programming in conjunction with the GSA Executive Committee
- Act as Programming liaison between GSA and any other University at Buffalo Offices and/or Departments, including but not limited to the Graduate Professional Development office and Career Design Center
- Maintain the annual programming budget
- Submit event proposals to the GSA Executive Committee for approval and budgeting considerations
- Work a minimum of 6 office hours on location at the GSA main office or remotely during business hours, Monday through Friday
- Attend all GSA Board of Directors Meetings and Staff Meetings
- Produce an annual report by the close of the full academic year stating the goals of the Programming Coordinator for the upcoming year and summarizing the successes, failures, and changes from the past year, including revenues and expenses
- Promote GSA and its activities in cooperation with the GSA Executive Committee and the GSA professional staff
- Maintain a systematic library of programming contacts and resources
- Maintain the GSA social media accounts
- Other duties as assigned by the GSA Executive Committee

Any materials created during the job on Graduate Student Association facilities are property of the Graduate Student Association. Any software or hardware requiring a password to Graduate Student Association property must be provided to the Graduate Student Association Executive Committee upon modification or by request of the committee.

To be considered for this position, please attach to an email the following:

- Cover letter describing your background, availability and interest
- Resume

Send them to gsa-vicepresident@buffalo.edu by **Friday, April 25, 2025**. Qualified candidates will be invited to interview in early May. This is a stipend position in the amount of \$20,000 per fiscal year, but training will be offered with the outgoing Programming Coordinator at \$22.00 per hour for the summer. Training will start ASAP, but the position will run from August 1, 2025 to July 31, 2026 with an annual renewal/evaluation process.