



K-State Student Union

Student Position Description

Employee's Name: _____

Job Title: Graduate Advisor – Union Program Council

Pay Rate: \$13.50/hr. up 720 hours

Reports to: Assistant Director of Marketing and Programs

Job Responsibilities:

- Serve as advisor to designated Union Program Council student event-planning committee(s) co-chairs.
- Monitor financial condition of designated Union Program Council budgets, reconciling and paying bills in a timely fashion.
- Provide specific programming and leadership skills by managing student volunteers.
- Respond to inquiries related to activities and services.
- Participate in planning of events.
- Work to promote and encourage improved programming efforts.
- Gain experience in agent and contract negotiation.
- Work daytimes and may work evenings and weekends to attend committee-planned programs.
- Keep good historical records, including but not limited to attendance numbers, evaluations of events and co-sponsors.
- Attend Programs Department staff meetings, retreats, weekly touch-base meetings, in addition to UPC committee meetings and UPC co-chair meetings.
- Gain experience in running meetings and presenting leadership topics.
- Maintain a clean, organized workspace.

Preferred Knowledge, Skills, and Abilities:

- Enrollment in the Graduate School of Kansas State University, preferably in student personnel or hospitality management
- Preference will be given to those interested in pursuing a career in the college union or activities field.
- Excellent customer service skills.
- Excellent communication skills.

Physical Demands:

- Ability to sit at a desk and work on a computer for an extended period of time.
- Visual acuity and finger dexterity to operate a computer and other office machinery.
- Ability to lift up to 30 pounds.
- Ability to understand verbal and written instructions.
- Communicate effectively, both orally and in writing.
- May work in outdoor weather conditions.

Additional Information:

- Is a part-time, hourly position.
- Bachelor's degree is required.
- Is a 9 month position. A positive performance evaluation may result in the offer of a second 9 month position.
- Is subject to reduced hours and/or layoff.
- Is subject to possible changes in work schedule due to the operational needs of the department and/or the Union.
- Recognize responsibilities to the Union and apply effective work habits and attitudes to meet work requirements.
- Is required to attend work regularly and on time.
- Plan appropriately for absences and assume personal accountability for work.
- Is expected to maintain a high standard of conduct, accept responsibility for behavior and exhibit personal integrity at all times.
- Is expected to serve as a role model for other employees and does the right thing, even when no one is watching.
- Demonstrate personal integrity and ethical behavior, display good stewardship of public resources and adapt to changes in processes, procedures and responsibilities.
- Provide clear, consistent, and continual communication and is receptive to constructive feedback.
- Initiate, develop, and maintain healthy working relationships.
- Reasonable accommodations may be made to enable individuals with disabilities to perform functions of this position.

Principles of Community:

I am expected to adhere to the university's Principles of Community as identified:

- I affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.
- I affirm the value of human diversity for community.
- I affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. I believe that diversity of views enriches our learning environment, and I promote open expression within a climate of courtesy, sensitivity, and mutual respect.
- I affirm the value of honesty and integrity. I will operate with honesty in all professional endeavors and expect the same from my colleagues.
- I acknowledge that I am a part of multiple communities, and I have an obligation to be engaged in a positive way with civic partners.
- I recognize my individual obligations to the university/Union community and to the principles that sustain it. I will strive to contribute to a positive spirit that affirms learning and growth for all members of the community.

Employee's Signature

Date

Supervisor's Signature

Date