VU After Dark Programming Assistant Job Description

Position Summary: Reports to the Director of Campus Activities & Orientation. The VU After Dark Programming Assistant plans, promotes, and facilitates substance-free social and recreational programs that take place on Friday and Saturday evenings at 9pm (unless otherwise noted) when classes are in session.

Qualifications: To be considered, applicant must be a full-time Viterbo University student with a minimum cumulative GPA of 2.75 throughout time of employment. Applicant must be willing to work on weekdays and weekends—during daytime, evening, and late night hours.

Job Duties and Responsibilities:
- Assist in the planning, promotion, and facilitation of weekend late-night programs.
- Provide on-site supervision of events to oversee facilities use, arrangements, admission receipts, compliance with policies, and to assist in problem resolution.
- Assist with the coordination of volunteers for weekend late night programs.
- Contact and follow up with outside vendors and performers when needed.
- Assist in the coordination of setup and teardown of events.
- Communicate with VU After Dark staff before, during, and after the event.
- Complete all necessary pre-event and post-event paperwork including program evaluation.
- Meet regularly with supervisor to confirm event details and programmer goals.
- Additional duties as assigned.

Dates of Obligation & Length of Employment:
- Training and planning sessions during January/August and finals week of each semester employed. Official dates and times to be determined per semester.
- The first day of classes through the last day of classes each semester employed. Official dates to be determined per semester.

Hours of Employment: ~10 hours per week, which may be evening, night, and/or weekend hours when class is in session. May require minimal work during breaks (i.e. Fall Break, Thanksgiving Break, Semester Break, Spring Break, Easter Break, etc.). Schedule will be arranged with supervisor. Week to week, hours may fluctuate and students should expect to work until the job is complete. Hours spent at work usually averages out to be 10 hours per week upon completion.

Supervision Received: Supervision for the position of VU After Dark Programming Assistant is received from the Director of Campus Activities & Orientation.

Evaluation: Written and verbal evaluation will be given throughout the semesters. At the completion of each semester, a formal evaluation with supervisor will occur and employee will be expected to complete a written evaluation of each semester.

Compensation: $10/hr or $1,600 per semester dispersed among the 8 pay periods in the semester.