

**Position Title:** Moseley Center Graduate Apprentice

**Department:** [Moseley Center](https://www.elon.edu/u/moseley-center/)

**Key Responsibilities:** Supervise and mentor a team of 36+ student staff; Develop hiring plan for student staff; Lead interview and selection process for student staff twice a year. Assist with the management of the campus/student center and it’s services; plan and implement projects that impact the Student Center; Develop student organization office leaders to add to and support the mission of the Moseley Center; Assist with upcoming summer camps/conference planning; contribute to department planning initiatives, priorities, and reports.

**Career Options:** Primary: Student Union/Center; University Event Management; Conference planning; Other: Leadership Education; Alumni Relations; Student Activities/Involvement; Student Organization/Club development.

**See Full Description**

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**Position:** Graduate Apprentice to Moseley Center

**Department:** Moseley Campus Center

**Supervisor:** Assistant Director of Moseley Center

**Office Location:** Moseley 137

**Brief Overview**

The Moseley Campus Center is the heart of campus life.  Since it opened in 1994, the Center has served as a vibrant facility for programs, meetings, dining, and relaxation for students, faculty, staff, and guests. It provides a social environment and supports a broad spectrum of campus events. It advances the mission of the University by providing an inclusive social environment on a residential campus for student-centered services and programming.

The Graduate Apprentice for the Moseley Center works with the Assistant Director to ensure the facility is a vibrant and engaging place for students and student organizations. They will gain relevant experience in the development and implementation of student center and/or late-night programming; supervision and mentorship of student staff; management of a campus/student center; and the execution of major University events housed in the facility. Professional development opportunities will be offered through existing campus-wide programs as well as webinars and local or regional conferences related to student unions, event planning, student activities, student organization development, student leadership education, and student employment. While this position is primarily during business hours, some evening and weekend hours may be required to attend student staff meetings, campus events, and/or community gatherings.

**Primary Responsibilities**

*Student Staff Supervision*

* Interview and participate in the selection of new student staff members
* Develop and facilitate training and leadership development opportunities for student staff
* Coordinate agenda and lead weekly student manager meetings
* Oversee and Manage monthly student staff meetings in collaboration with student managers
* Supervise and mentor a team of student staff members responsible for supporting student organization leaders in event planning and programming in the Student Center
* Administer student staff self-assessment and reflection related to personal and professional learning outcomes

*Student Center Programming*

* Enhance programs and practices in the Student Center to ensure a vibrant and welcoming space for students to meet up and engage with others
* Collaborate with Student Life departments/programs (i.e. Campus Recreation, Student Involvement/SUB, Residence Life/IRC, etc.) and student organization leaders to develop Student Center events and late-night programming
* Develop a social media presence related to Student Center programming and late-night events
* Coordinate the annual application process for student organization office assignments
* Maintain, analyze, and report use statistics related to student center office and common space usage

*Administrative Duties*

* Meet weekly with Assistant Director for guidance on work, reflect on learning, and advance professional development
* Create strong partnerships across Student Life and with other University departments
* Partner with the Director and Assistant Director to provide routine administrative tasks such as opening and closing the facilities, front desk management, website updates, etc.
* Regular communication with students and Advisors of student organization offices
* Plan, execute, and assess the Moseley Center’s intentional programming/involvement in major University programs held within Moseley Center.
* Collaborate with Student Involvement and the Center for Leadership to provide student leader training and development for student organization leaders
* Assist with the preparation and planning of summer camps and conferences.
* Support the implementation of departmental, Student Life, and institutional priorities

*Additional Responsibilities/Expectations*

* Meet with Assistant Director at the start of the academic year to create a professional development plan connecting graduate apprenticeship to courses and career goals
* Weekly meeting with Assistant Director to discuss progress on projects, supervision of student staff and career goals.
* Participate in professional development opportunities hosted by the Office of Leadership and Professional Development
* In collaboration with the Assistant Director, complete end-of-semester evaluation focusing on areas of growth and further learning/development
* Conduct best practices research on student engagement in student unions and integrate academic/course knowledge to develop a proposal(s) for advancing Moseley Center as a vibrant student center
* Collaborate on a regular basis with Event and Space Management, Dining, Services within Moseley Center

**Professional Development**:

Graduate Member to ACUI, Attendance at Region III ACUI conference, Possibly present at regional conference, possibly attend National ACUI, NASPA or ACPA conference(s) depending on funds available. Apprentice is provided with $750 in professional development funding during the first year of the apprenticeship and membership in one professional organizations during year one and two.