



GRADUATE LEADERSHIP COUNCIL

AMERICAN UNIVERSITY • WASHINGTON, DC

Title: Director of Programming

Hours Per Week: 8

Support Payment: Yes

Length of Term: Fall and Spring Semester 2023-2024 Academic Calendar

Position Overview: The Director of Programming shall be responsible for all events, programs, activities for the entire graduate community including but not limited to social, personal, and professional development opportunities.

Responsibilities

- I. Responsible for overseeing and coordinating all the event planning for the council for the entire Graduate Community
- II. Organize Town Halls for graduate students to meet the council, learn about upcoming events, and share their concerns
- III. Organize at least one university-wide social event, community service, and professional development event per semester
- IV. Appoint and direct a Event Planning Committee (new initiative 2023-2024)
- V. Serve as a liaison for joint programming and communication for various entities on campus including but not limited to:
 - Student Bar Association (SBA)
 - American University Student Government (AUSG)
 - Office of Graduate Studies & Research
 - University Library
 - Academic Support and Advising Center (ASAC)
 - Career Development
 - Office of Merit Awards
 - Office of Campus Life

Expectations

- I. Attend all “official” Graduate Leadership Council events, meetings, and activities
- II. Communicate effectively with council members and the Office of Student Activities
- III. Contribute to a positive work environment
- IV. Consistently demonstrate passion and service to the graduate community
- V. Fulfill all responsibilities assigned to the position