



**Title:** Director of Programming  
**Hours Per Week:** 13  
**Support Payment:** 1.4% of total administrative account budget  
**Length of Term:** Fall and Spring Semester  
2020 - 2021 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. Work with the Director of Clubs & Campus Relations to organize an Graduate Student Involvement Fair with all graduate-level organizations at the beginning of the academic year
- III. Organize a Town Hall to graduate students to meet the council, learning about upcoming events, and share their concerns
- IV. Organize at least one university-wide social event, and professional development event per semester
- V. Work with Vice President of Management for all GLC Council Events
- VI. Serve as a liaison for joint programming and communication for various entities on campus including but not limited to:
  - A. Student Bar Association (SBA)
  - B. American University Student Government (AUSG)
  - C. Kennedy Political Union (KPU)
  - D. Office of Graduate Studies & Research
  - E. University Library
  - F. Academic Support and Advising Center (ASAC)
  - G. Career Development
  - H. Office of Merit Awards
  - I. Office of Campus Life

**Expectations**

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