good **times** programming

General Manager
Job Description

I.   **SCOPE OF RESPONSIBILITIES:**

The General Manager leads the Good Times Programming team and therefore must understand teamwork and group dynamics. The General Manager supports the programmers, oversees the internal communication of the organization, and serves as a representative to other organizations. The General Manager displays professionalism and confidence, and possesses programming, problem-solving, and leadership skills. The General Manager reports to the designated supervisor(s) in the Student Engagement Center.

II.   **SPECIFIC RESPONSIBILITIES**

A.   General Responsibilities of the General Manager:

1. Maintain accurate computer files.
2. Maintain at least 10 posted office hours per week, excluding Executive Board meetings.
3. Facilitate weekly GTP Executive Board meetings, which will be scheduled around member class schedules, without regard to other work schedules (approximately 2 hours per week).
4. Attend mandatory training sessions prior to the start of each semester. Training may be held retreat style – overnight at an off-campus location.

B.   Specific Responsibilities for the General Manager (Summer):

1. Coordinate GTP fall training with the assistance of Student Engagement supervisor(s).
2. Maintain and order office resources for the upcoming year.

C.   Specific Responsibilities for the General Manager (Fall/Spring)

1. Prepare the agenda for the GTP Executive Board meetings.
2. Serve as a resource to all GTP Executive Board members.
3. Coordinate, with the assistance of the Communications Manager, GTP's involvement in annual Fall and Spring OrgSmorg.
4. Coordinate scheduling, registration, travel, accommodations, and pre-conference training for all NACA and other conferences.
5. Revise and update the GTP Training Manual annually (union policy/new items).
6. Maintain a good relationship with all University Union staff and other student organizations.
7. Serve as the official representative of GTP on university committees and at university functions as needed. (Some responsibility may be delegated as the General Manager sees fit.)
8. In the event an Executive Board position becomes open, the General Manager assumes that position until a qualified replacement can be found.
9. With supervisor(s) assistance, coordinate workshops, retreats, and other training sessions to be held throughout the year for Executive Board members.
10. Coordinate recruitment and selection of Executive Board members during the selection process with the assistance of the Student Engagement supervisor(s).
11. Assist (when needed) in the setup and take down for bands/events.
12. Lead the Major Concert each semester.

13. Attend NACA Regional Conference.
14. Organize membership recognition events to motivate and encourage members.
15. Assist programmers in active recruitment and retention of team members.
16. Provide ongoing activities which build programming skills, teamwork, and expand an individuals' capabilities and potential through leadership development.
17. Coordinate community service projects and fundraisers for the organization.
18. Plan and promote social events for GTP alumni.

III. **<u>QUALIFICATIONS AND SALARY</u>:**

All University of Wisconsin-Green Bay Student Life employees must be enrolled for at least 6 undergraduate or 5 graduate credits per semester with a minimum cumulative GPA of 2.0.

Applicants must have completed at least one semester of full-time enrollment at UW-Green Bay.

Successful applicants will possess excellent interpersonal and communication skills (written and verbal), strong decision-making skills, and good judgment. A record of co-curricular participation/campus involvement programming experience preferred. Successful applicants will display enthusiasm, a positive attitude, and a willingness to learn.

The General Manager position requires some evening and weekend hours.

This is an hourly position with a starting wage of $14.00 per hour. $.25 annual raises will be granted dependent upon positive performance evaluations.

If other commitments conflict with Good Times Programming responsibilities, you may be asked to choose between the Good Times position and other commitments.

Revised October 2024