



**Graduate Assistantship Opportunity**  
**Division of Student Affairs: Student Life 2022-23**

**Description:**

The **Graduate Assistant for Student Engagement** is a paid, credit bearing position which provides graduate students with an experience working in the functional area of student activities through student engagement and programming under the supervision of the Director of Student Engagement.

**Tasks:**

- Assist with the planning, implementation, and assessment of campus activities and events including virtual, social, multicultural, leadership, and special population programs
- Assist with on-site management of Student Life Office and virtual student interactions
- Assist with the creation and monitoring of hybrid programming for social justice, diversity, inclusion, and leadership opportunities
- Assist in budget planning, monitoring, and reporting for activities and events
- Work with Director of Student Engagement to schedule the facilitation of leadership, diversity, social justice, and inclusion workshops
- Collaborate with the Student Life team in the creation, distribution, and management of marketing and communication for the office (updating digital screens, Stall Street Journal, social media, etc.)
- Assist with scheduling the facilitation of leadership, diversity, social justice, and inclusion workshops
- Assist in supervising student leaders and work study students
- Assist other departments within Student Affairs as needed
- Help and support college wide programs (admissions events, orientation, open house, and semiannual graduation celebrations)
- Other duties as assigned

**Qualifications:**

- Enrolled in a higher education and student affairs or related graduate program for the duration of the appointment
- Some experience with programming events and activities
- Willing and able to work the full academic year. Must be able to maintain established work schedule. Occasional evening and weekend availability required.
- Passionate about student programming and higher education
- Experience working with diverse populations
- Adept communication skills (verbally, interpersonally, and writing)
- Ability to prioritize multiple projects and work autonomously.
- Working collaboratively as part of a diverse team, and both establishing and maintaining effective working and supervisory relationships.
- Ability to effectively manage change and operate under limited time constraints
- Excellent organizational skills, including strong attention to detail and the ability to multi-task
- Proficiency in Microsoft Office Suite, social media platforms, Zoom and other virtual platforms

**Hours & Stipend:**

- \$16.21/ Hour
- 20 hours per week
- Working in-person with occasional evenings and weekends.

**To Apply:**

Send a cover letter and resume to Lauren Reczek, Director of Student Engagement, at [ReczekL@trocaire.edu](mailto:ReczekL@trocaire.edu).