

HESAA Graduate Assistantship
Position Description 2022-2023
1-Position

Title:	Graduate Assistant for Leadership Development Office of Student Life Graduate Assistant Canisius College
Report To:	Jason Francey Director of Student Engagement 2001 Main Street Buffalo, New York 14208 Phone: (716) 888-8300 Fax: (716) 888-8320
Compensation:	Tuition: 100% tuition waiver Meals: Anticipated \$1,350.00 (year) Stipend: \$2,000.00 (year) Housing: Included
Special Qualifications:	Bachelor's degree; enrollment in the HESAA Program at Canisius College; programming experience preferred; past participation in a major student organization (student government, programming board, commuter associate, etc); organization skills; strong interpersonal and communication skills; ability to work within budgets; teamwork orientation; strong technology skills; proven success in a leadership role.
Terms of Employment:	Starting date begins August 10, 2022 to May 26, 2023 The Graduate Assistant for Student Engagement position is multi-faceted in meeting the co-curricular needs of a diverse, undergraduate student population. The Coordinator roles requires weekday, evening, and weekend hours as needed.

General Duties and Responsibilities:

General Administration:

1. Establish and complete 25 office hours per week including weekend and evening hours as needed (to be scheduled between 8:00am and 7:00pm Monday through Friday). Office hours should remain as consistent as possible, except when working events outside of normal schedule.
2. Work with various offices and individuals in developing programs and advertising for events.
3. Manage appropriate programming budgets; including processing all check requests for programs, maintaining distribution and receipt of all funds and receipts.

4. Assist with and participate in *New Student Orientation, Fall Welcome Week, Homecoming Weekend, Griff Fest, Winter Week, Pints with Professors, Senior Happy Hour, 100 Days Party, Senior Week* activities, and other special events as assigned.
5. Attend Office of Student Life staff meetings and individual meetings with supervisor.
6. Produce annual programming reports.
7. Actively participate in all aspects of Student Life Graduate Assistant training in August.
8. Participate in shuttle training certification if not already certified.
9. Serve as chaperone, as needed, with on and off campus events.
10. Assist with event set-up with Office of Event Services as needed.
11. Participate in Resident Assistant Selection, Housing Selection, or Resident Assistant Training as assigned.
12. Assist in Griff Fest, including Campus Clean Up after the event (10:00pm-11:30pm).
13. Assist with residence hall close down, opening, and fire drills.
14. Other duties as assigned by the Office of Student Life.

Leadership Development

- Co-Advise the Undergraduate Student Association with the Director of Student Engagement.
- Attend all Executive Board and General Body meetings.
- Meet with E-Board members individually weekly.
- Attend USA events on an as needed basis.
- Attend Student Government conferences with members of USA as needed.
- Attend Student Government Retreat in August.
- Coordinate lobbying trip for USA Senators to Albany.
- Assist with the planning and implementation of the Leadership Retreat.
- Assist with the planning and implementation of the Fall Leadership Speaker Series.
- Plan the Spring Leadership Speaker Series.
- Provide ongoing Leadership Development support for all student leaders across campus.
- Assist with the planning and implementation of the Emerging Leaders Program.