

HESAA Graduate Assistantship
Position Description 2022-2023
1-Position

Title: Griffins after Dark Coordinator
Student Engagement and Leadership Development
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 SELD 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 with 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 Center for Student Engagement and Leadership Development

Position: Griffins after Dark Coordinator

- Oversee and track student club and organization advertisements in the *Stall Street Journal* and *Today @ Canisius*. Create and publish weekly the *Stall Street Journal*
- Monitor the Canisius Life Instagram page, posting advertisements for upcoming events, club highlights, and other information important for activity on campus
- Coordinate weekend alcohol alternative late night programming
- Chair the Senior Week Committee
- Coordinate the Pints with Professors series
- Assist with the planning and implementation of our campus traditions
- Develop and keep track of a grant process for student organizations to host GAD events