

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 9, 2023 to May 24, 2024
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. Manage appropriate programming budgets; including processing all check requests for programs, maintaining distribution and receipt of all funds and receipts.

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

Position: Griffins after Dark Coordinator

- 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
- Work with athletics to drive engagement at athletic games
- Assist with the processing and approving of events in the Griffnet system