



POSITION DESCRIPTION

TITLE:	Graduate Assistant, Office of Student Involvement
REPORT TO:	Director of Student Involvement – Kevin Trudell
COMPENSATION:	\$9,000
QUALIFICATIONS:	Bachelor’s degree required. Experience in student activities, programming, and clubs preferred. Enrolled in a graduate program leading to student affairs work/teaching in higher education.
DESCRIPTION:	A full-time graduate assistantship supporting the enhancement of the Office of Student Involvement; including but not limited to student activities and programming, clubs and organizations. Serve a minimum of 20-25 hours a week; flexible schedule and some weekend and evening availability a <i>must</i> .
TERMS:	August 15, 2023 to May 19, 2024 (flexibility in start/end dates)

DUTIES AND RESPONSIBILITIES

- Advise the Student Activities Board (SAB) and the Commuter Student Council (CSC), ensuring maximum participation, and program development and implementation
 - Be in attendance at SGA and Club events as schedule permits
 - Accompany SGA members to regional and or national conferences as budget permits.
- Assist with planning and staffing of Student Involvement programming, including but not limited to:
 - Weeks of Welcome/Winter Welcome
 - Honors Convocation Reception
 - Other Student Involvement programming initiatives
 - Assisting student clubs
 - Senior Week Programming
- Assist with all aspects of New Student Orientation, including Orientation Leader Training
- Create a marketing and advertisement plan for both physical handouts and Student Involvement social media platforms (SGA, CSC, etc.)
- Assist in the creation of the weekly Stall Street Journal, a publication used to promote upcoming events
- Research and develop programs and services for commuter students
- Serve as a member of the Student Development Division by attending meetings and participating in overall planning for the division as needed; serve on committees as assigned
- Perform additional duties as assigned as it relates to Student Involvement, student clubs, and campus activities

Please contact Kevin Trudell, Director of Residence Life and Student Involvement, at Kevin.M.Trudell@Medaille.edu, with any questions.