Title: Graduate Assistant for Student Engagement - Programming
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.

Position: Student Life Programming/Student Programming Board
- Monitor the Canisius Life Instagram page, posting advertisements for upcoming events, club highlights, and other information important for activity on campus
- Serve as advisor for the Student Programming Board (SPB)
- Meet weekly with the Chair of SPB
- Attend weekly SPB meetings with full board.
- Coordinate campus wide programs with SPB Special Event coordinators like Welcome Week, Fall Fest, Griffmas, and Griff Fest.
- Coordinate smaller, weekend programs with general event coordinators.
- Assist Student Life with orientation and welcome week activities.
- Process student organization event requests utilizing Anthology Engage software and 25Live scheduling software.
- Assist with the development and implementation of athletic events and programming including tailgates and pep rally’s.
- Assist in developing and organizing of Pints with Professors on campus.
- Create monthly weekend/late night programming on campus.
- Coordinate weekly shopping shuttle schedule and advertising.
- Assist with approval of emails by clubs and organizations.
- Assist with Leadership Banquet for Office of Student Life.
- Assist in developing Homecoming and Senior Week programming.
- Assist with and attend club programming on campus, making sure events follow specific guidelines