POSITION DESCRIPTION

TITLE: Graduate Assistant, Office of Student Involvement

REPORT TO: Director of Student Involvement

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 must.

TERMS: August 2, 2021 to May 27, 2022 (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
  o Be in attendance at SAB and CSC events as schedule permits
  o Accompany SAB members to the National Association of Campus Activities (NACA) Regional Conference in Mid-October

• Assist with planning and staffing of Student Involvement programming, including but not limited to:
  o Weeks of Welcome/Winter Welcome
  o Honors Convocation Reception
  o Other Student Involvement programming initiatives
  o Assisting student clubs
  o 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 (SAB, 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

TO APPLY: Submit cover letter, resume, and three references to:
Amy DeKay, Vice President for Student Development
adekay@medaille.edu
716-880-2218