HESAA Graduate Assistantship
Position Description 2018-2019
1 Position

Title: Graduate Assistant for Student Engagement - Programming
Office of Student Life
Graduate Assistant
Canisius College

Report To: Phil Ciallela
Assistant Director, Student Life
2001 Main Street
Buffalo, New York 14208
Phone: (716) 888-8300
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Compensation: Tuition: 100% tuition waiver
Meals: Anticipated $1,350.00 (year)
Stipend: $2,000.00 (year)

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 8, 2018 to May 24, 2019
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 and Administration of the Hall:
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, 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.
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
- Oversee and track student club and organization advertisements in the Stall Street Journal and This Week @ Canisius. Create and publish weekly the Stall Street Journal and This Week @ Canisius (online) advertisements.
- Assist Student Life with orientation welcome week activities.
- Assist Student Life USA Programming GA with USA budget and spending.
- Process student organization event requests utilizing Campus Labs Engage software and 25Live scheduling software.
- Assist with the development and implementation of all athletic events and intramural programming.
- Create monthly late night programming for Iggy’s.
- Coordinate weekly shopping shuttle schedule and advertising.
- Be the liaison with Office of Campus Ministry on local service opportunities, international and domestic service-immersion trips.
- Coordinate and present monthly Canisius-on-Tap sessions.
- Assist with approval of emails by clubs and organizations.
- Coordinate HESAA Assistantship Day with program director.
- Assist with Leadership Banquet for Office of Student Life.
- Assist in developing Homecoming and Senior Week programming.