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

Report To: Rich Kennedy
Assistant Director, Student Life
2001 Main Street
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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 11, 2021 to May 27, 2022
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, 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**

- Oversee and track student club and organization advertisements in the *Stall Street Journal* and *Today @ Canisius*. Create and publish weekly the *Stall Street Journal*
- Monitor the Canisius Life Instagram page, posting advertisements for upcoming events, club highlights, and other information important for activity on campus
- Coordinate weekend programs with clubs and organizations on campus
- Assist Student Life with orientation and welcome week activities.
- Process student organization event requests utilizing Engage software and 25Live scheduling software.
- Assist with the development and implementation of athletic events and programming
- Assist in developing and organizing of Pints with Professors on campus, as well as other Student Life programming series.
- 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

**Position: Student Life Engagement- Student Programming Board**

- Co-Advise the Student Programming Board with the Assistant Director of Student Life:
- Attend all Executive Board and General Body meetings.
- Meet with the Chair of SPB weekly and the committee chairs individually as needed.
- Assist the development and implementation of all SPB programming efforts: special events, concerts/comedians, speakers, fitness, recreation and travel, late night and Weekend, and Griff Flix.
- Attend SPB events on an as needed basis.
- Serve as professional departmental liaison when collaborating with campus partners.
- Collaborate with the Student Life Programming GA to plan Fall Week of Welcome and Winter Week.
- Coordinate weekly shopping list and maintain programming supplies and inventories for Student Life.
- Coordinate weekly shopping shuttle schedule and advertising.
- Advise clubs and organizations as needed, and attend and help facilitate programs coordinated by clubs and organizations on campus

**Position: Student Life Engagement– USA**

- Co-Advise the Undergraduate Student Association with the Assistant Director of Student Life.
- Attend all Executive Board and General Body meetings.
- Meet with E-Board members individually weekly.
- Attend USA events on an as needed basis.
- Attend Student Government conferences with members of USA as needed.
- Attend Student Government Retreat in August.
- Coordinate club and involvement fair during orientation, fall, and spring semesters.
- Oversee the USA budget and monitor individual club spending through Canisius Life software.
- Assist administrative associates with financial documentation for club budgets.
- Coordinate lobbying trip for USA Senators to Albany.
- Coordinate Senior Happy Hour with USA’s Junior Senators.
- Coordinate Leadership Banquet for Office of Student Life.