Title: Graduate Assistant for Student Life

Report To: Heatherlynne Trumble
Technical Assistant, Student Life
3111 Saunders Settlement Road G-243B
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Phone: (716) 614-6218

Compensation: $7,000 stipend paid throughout the term of the assistantship

Special Qualifications: Bachelor’s degree; enrollment in a local graduate program preferring in Student Personnel Administration or related field; programming experience preferred; past participation in a major student organization (student senate, programming board, commuter association, Resident Hall Association etc.); organizational 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 5th 2020 through May 19th 2021

General Description
The Graduate Assistant for Student Life position is multi-faceted in meeting the co-curricular needs of a student population at Niagara County Community College. They will be assisting in the developing, promoting and facilitating of a broad spectrum of campus activities and programs that cultivate a vibrant and active social life for students and nurture leadership development.

The position requires weekday, evening, and weekend hours as needed.

Typical Work Activities:
1. Work with Student Life staff to establish and complete 20 office hours per week including weekend and evening hours as needed. Office hours should remain as consistent as possible, except when working events outside of normal schedule.

2. Assists in providing a variety of opportunities for student involvement in student activities, community service and leadership events/workshops.

3. Assists the Student Life staff in the implementation of campus activities including new student orientation, welcome week, spring week and other major annual events through the division of Student Services.

4. Promote events and activities through various marketing strategies: digital screens, table tents, flyers, Stall Street journal, social media website, etc.

5. Provide assistance to all student organizations/clubs in the development of their activities both on and off campus including programming at our NFCI campus.

6. Serve as a chaperone when needed.

7. Prepares, maintains, and submits accurate records and reports as assigned.

8. Other duties as assigned by the Office of Student Life.