Title: Student Organizations Graduate Assistant for Student Life

Report To: Heatherlynne Trumble
Technical Assistant, Student Life
3111 Saunders Settlement Road G-117C
Sanborn, New York 14132
Phone: (716) 614-6218

Please send Resume and Cover Letter to Hlsaba@niagaracc.suny.edu

Compensation: $13,000 stipend throughout the year on a bi-weekly basis

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 6, 2018 through May 17, 2019

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 25 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. Serves as a co-advisor to Student Senate through attending all regularly scheduled Student Senate meetings and Student Senate events.
3. Serve as a liaison between Student Life and the clubs and organizations of NCCC, provide them with support and guidance as well as trainings and policies/procedures provided through the Office of Student Life
4. Attend and assist with all Student Senate finance meetings and assist student clubs and organizations with finance requests for any club needs
5. Assist in the creation of the Student Activity Fee budget for the 2019-2020 academic year, attend all sessions and meetings involving this process
6. Prepare trainings and team building activities for clubs and organizations to take advance of throughout the year
7. Attend all conferences related to Student Leadership and Student Government to expand our knowledge on Student governance
8. Prepares, maintains, and submits accurate records and reports as assigned.
9. Other duties as assigned by the Office of Student Life