The Office of Student Life encourages student participation in activities, leadership, clubs, and college community projects. The Graduate Assistant for Student Engagement reports to the Director of Student Engagement.

**POSITION DUTIES (not limited to):**

- Assist with the planning, implementation, and assessment of campus activities and events including social, intercultural, leadership, and special population programs
- Provide on-site management for activities/events
- Assist in the budget planning, monitoring, and reporting for activities/events
- Assist with creation, distribution, and managing of marketing (Updating digital screens, Stall Street Journal, social media, etc.) and communication for the department
- Provide direct and ongoing supervision to student leaders and work studies
- Facilitate diversity, inclusion, social justice and leadership workshops
- Assist with divisional programs
- Other duties as assigned

**SKILLS AND QUALIFICATIONS:**

- Must be enrolled in a graduate program for the duration of the appointment
- Willing and able to work the full academic year. Must be able to maintain an established work schedule. Occasional evening and weekend availability is required.
- Effective use of organizational and planning skills, and managing workflow
- Proficiency using various software, social media platforms, Google Apps, etc.
- Working collaboratively as part of a diverse team, and both establishing and maintaining effective working and supervisory relationships
- Ability to prioritize multiple projects and work autonomously
- Adept communication skills (verbally, interpersonally, and writing)
- Ability to effectively manage change, and operate under limited time constraints
- Must be able to lift and carry up to 25 pounds. Work is routinely performed in a standard indoor environment, with occasional events outdoors.
- Position subject to standing, walking, sitting, bending, reaching, kneeling, pushing, pulling

**REMUNERATION:**

This is an hourly paid student assistant position for graduate students. This position works 20 hours per week and the pay rate for this position is $16.21/hour. Tuition remission, health insurance and retirement benefits are not included as part of this position.