POSITION DESCRIPTION

TITLE: Graduate Assistant, Student Involvement Center

REPORT TO: Coordinator of Student Involvement

COMPENSATION: $9,000

QUALIFICATIONS: Bachelor’s degree required. Experience in student activities, programming, and clubs preferred. Enrolled in a graduate program leading to student affairs work/teaching in higher education.

DESCRIPTION: A full-time graduate assistantship supporting the enhancement of the Student Involvement Center; including but not limited to student activities and programming, clubs and organizations. Serve a minimum of 20-25 hours a week; flexible schedule and some weekend and evening availability a must.

TERMS: August 5, 2019 to May 29, 2020

DUTIES AND RESPONSIBILITIES

- Advise the Student Activities Board (SAB) and the Commuter Student Council (CSC), ensuring maximum participation, and program development and implementation
  - Be in attendance at SAB and CSC events as much as possible
- Assist with planning and staffing of Student Involvement Center programming, including but not limited to:
  - Weeks of Welcome/Winter Welcome
  - Honors Convocation Reception
  - Senior Week Programming
  - Other Student Involvement programming initiatives
- Assist with all aspects of New Student Orientation, including Orientation Leader Training and Selection
- Create advertisements and publications
- Research and develop programs and services for commuter students
- Maintain communication on SAB, CSC, and Student Involvement social media platforms
- Serve as a member of the Student Development Division by attending meetings and participating in overall planning for the division as needed; serve on committees as assigned
- Assist Student Involvement Center Intern(s) with creating weekly Stall Street Journal when needed
- Perform additional duties as assigned

TO APPLY: Submit cover letter, resume, and three references to:

Dan Puccio, Director of Student Involvement, Daniel.P.Puccio@medaille.edu
Medaille College
18 Agassiz Circle
Buffalo, NY 14214