POSITION DESCRIPTION

TITLE:  Graduate Assistant, Student Involvement Center

REPORT TO:  Director 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
  o 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:
  o Weeks of Welcome/Winter Welcome
  o Honors Convocation Reception
  o Senior Week Programming
  o Other Student Involvement programming initiatives
  o Assisting student clubs
• Assist with all aspects of New Student Orientation, including Orientation Leader Training and Selection
• Work collaboratively, with the Director of Student Involvement and Academic Affairs on a leadership development/training program
• Create a marketing and advertisement plan for both physical handouts and Student Involvement social media platforms (SAB, CSC, etc.)
• Research and develop programs and services for commuter students
• 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 as it relates to Student Involvement, student clubs, and campus activities

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

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