HESAA Graduate Assistantship  
Position Description 2020-2021  
1 Position

Title: Graduate Assistant for Student Engagement - USA  
Office of Student Life  
Graduate Assistant  
Canisius College

Report To: Rich Kennedy  
Assistant Director, Student Life  
2001 Main Street  
Buffalo, New York 14208  
Phone: (716) 888-8300  
Fax: (716) 888-8320

Compensation:  
Tuition: 100% tuition waiver  
Meals: Anticipated $1,350.00 (year)  
Stipend: $2,000.00 (year)  
Housing: On campus housing included

Special Qualifications: Bachelor’s degree; enrollment in the HESAA Program at Canisius College; programming experience preferred; past participation in a major student organization (student government, programming board, commuter associate, etc); organization 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 12, 2020 to May 23, 2021  
The Graduate Assistant for Student Engagement position is multi-faceted in meeting the co-curricular needs of a diverse, undergraduate student population. The Coordinator roles requires weekday, evening, and weekend hours as needed.

General Duties and Responsibilities:  
General Administration and Administration of the Hall:  
1. Establish and complete 25 office hours per week including weekend and evening hours as needed (to be scheduled between 8:00am and 7:00pm Monday through Friday). Office hours should remain as consistent as possible, except when working events outside of normal schedule.  
2. Work with various offices and individuals in developing programs and advertising for events.  
3. Manage appropriate programming budgets; including processing all check requests for programs, maintaining distribution and receipt of all funds and receipts.
4. Assist with and participate in *New Student Orientation, Fall Welcome Week, Homecoming Weekend, Griff Fest, Winter Week, Senior Happy Hour, 100 Days Party, Senior Week* activities, and other special events as assigned.
5. Attend Office of Student Life staff meetings and individual meetings with supervisor.
6. Produce annual programming reports.
7. Actively participate in all aspects of Student Life Graduate Assistant training in August.
8. Participate in shuttle training certification if not already certified.
9. Serve as chaperone, as needed.
10. Assist with event set-up with Office of Event Services as needed.
11. Participate in Resident Assistant Selection, Housing Selection, or Resident Assistant Training as assigned.
12. Assist in Griff Fest, including Campus Clean Up after the event (10:00pm-11:30pm).
13. Assist with residence hall close down, opening, and fire drills.
14. Serve as an academic mentor for a caseload of students by meeting weekly to create goals and plans for academic success in the areas of time management, study skills, and campus engagement.
15. Other duties as assigned by the Office of Student Life.

**Position: Student Life Programming – USA**
- Co-Advise the Undergraduate Student Association with the Assistant Director of Student Life.
- Attend all Executive Board and General Body meetings.
- Meet with E-Board members individually weekly.
- Attend USA events on an as needed basis.
- Attend Student Government conferences with members of USA as needed.
- Attend Student Government Retreat in August.
- Coordinate club and involvement fair during orientation, fall, and spring semesters.
- Oversee the USA budget and monitor individual club spending through Canisius Life software.
- Assist administrative associates with financial documentation for club budgets.
- Coordinate lobbying trip for USA Senators to Albany.
- Coordinate Senior Happy Hour with USA’s Junior Senators.
- Coordinate Leadership Banquet for Office of Student Life.
- Oversee USA Committees and assist with committee initiatives