Description:
The Graduate Assistant for Student Engagement is a paid position which will provide a basic understanding of student engagement and programming through tasks assigned by the Director of Student Engagement.

Tasks:
- Assist with the planning, implementation, and assessment of campus activities and events including social, multicultural, leadership, and special population programs
- Assist with on-site management for activities and events
- Assist in budget planning, monitoring, and reporting for activities and events
- Assist in the creation, distribution, and management of marketing and communication for the office (updating digital screens, Stall Street Journal, social media, etc.)
- Assist with support for Trocaire Clubs and Organizations
- Co-Advise Student Association
- Assist with facilitating leadership, diversity, social justice, and inclusion workshops
- Respond to student inquiries and concerns via phone, email or in person
- Assist in supervising student leaders and work studies
- Assist other departments within Student Affairs as needed
- Help and support college wide programs (i.e. One and Done, Open House and Graduations)
- Other duties as assigned

Qualifications:
- Enrolled in a higher education and student affairs or related graduate program for the duration of the appointment
- Some experience with programming events and activities
- Willing and able to work the full academic year. Must be able to maintain established work schedule. Occasional evening and weekend availability required.
- Passionate about student programming and higher education
- Experience working with diverse populations
- Adept communication skills (verbally, interpersonally, and writing)
- Ability to prioritize multiple projects and work autonomously.
- Working collaboratively as part of a diverse team, and both establishing and maintaining effective working and supervisory relationships.
- Ability to effectively manage change and operate under limited time constraints
- Excellent organizational skills, including strong attention to detail and the ability to multi-task
- Proficiency in Microsoft Office Suite, social media platforms, Google Suite, etc.

Hours & Stipend:
- $16.21/ Hour
- 20 hours per week (Day & Evening, some weekend)

To Apply:
Send a cover letter and resume to Lauren Reczek, Interim Director of Student Engagement, at ReczekL@trocaire.edu.