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
- Plan, attend, and conduct weekly staff meetings with student programming board
- 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.