



Office of Student Activities
Graduate Assistant Job Description

To learn more about the Office of Student Activities, please visit the following websites:

www.sa.psu.edu/engage
<http://www.sa.psu.edu/usa/>

For more information about this assistantship, contact Darcy Rameker, Associate Director for Student Activities, at dar29@psu.edu or 814-863-4624.

The Office of Student Activities advocates student involvement by serving as a catalyst for students to become engaged in meaningful co-curricular experiences to enrich their personal and professional development while building an inclusive campus community. Along with our affiliated student groups, we support students, faculty, and staff through programs and services in a variety of areas including Student Organizations, Leadership Development, Service Opportunities, Programming, New Student Programs, Off-Campus Living, and the Center for Arts and Crafts.

Graduate Assistants in Student Activities will be involved in many aspects of the Office's work such as taking responsibility for specific projects, advising student groups, having a presence at programs and events, and building relationships with the students and groups affiliated with the Office. It is expected that these assistantships will be two year commitments, both on the part of the Office of Student Activities and the graduate assistants.

Responsibilities

These positions report to the Associate Director of Student Activities or his/her designee. The position requires approximately 20 hours/week, which includes some evening and weekend hours. Responsibilities are determined based on the Graduate Assistant's skills, experience, interests and needs of the Office of Student Activities and may include:

- Assist with the planning and implementation of programs and activities supported by the Office of Student Activities, which may include, but are not limited to: Leaders Emerging Today, Into the Streets, Involvement Days, Welcome Week, student organization development and training programs.
- Advise student groups that are affiliated with the Office such as the Student Programming Association and its committees, Homecoming, Students Engaging Students, Student Organization Conduct Committee, and MLK Jr. Commemoration Committee.
- Assist with developing and implementing assessment plans for designated programs and services.
- Build rapport and relationships with student employees, interns and staff that interact with the Office of Student Activities on a regular basis.
- Hold regularly scheduled office hours

- Attend weekly staff meetings
- Attend regular meetings with assistantship supervisor
- Other duties as assigned

Learning Outcomes

- Develop an understanding of multiple functional areas within Student Affairs
- Apply and analyze student development theories through direct and indirect interactions with individuals and groups of students with diverse backgrounds, cultures, and values
- Enhance and develop critical thinking, communication, facilitation, teamwork, and leadership skills
- Better understand and appreciate issues related to social justice and integrate a social justice perspective in professional functions related to student activities
- Develop comprehensive program planning skills through the implementation of events.
- Demonstrate active listening skills, empathy, integrity, and compassion in interactions with others
- Develop budget and fiscal management skills
- Exhibit evaluation and assessment skills developed through programming processes
- Learn how to work as a professional member of a student affairs team

Qualifications

- Enrolled full-time in a graduate program, preferably in College Student Affairs, Higher Education, or Counselor Education
- Must be a self-starter and able to work with diverse students
- Demonstrate ability to handle multiple tasks and responsibilities
- Effective communication, interpersonal, and organization skills
- Interest in and enthusiasm for intentionally designing co-curricular experiences with and for students
- Must be able to positively and creatively contribute to the work of the Office
- Basic event planning/programming skills
- Interest in and ability to learn about individuals different than oneself and ability to learn about ideas and beliefs different than one's own