



The Pennsylvania State University  
*Division of Student Affairs*  
Academic Year: 2007 - 2008

Office of the Associate Vice President for Student Engagement  
Graduate Assistantship Position Description

The purpose of the position is to support the Office of the Vice President for Student Engagement, gain practical hands-on experience in student affairs and co-facilitate a 3 credit course associated with Lion Support. This position works directly with the Coordinator for Special Populations to design and implement programs for many diverse student populations and requires a minimum of 20 hours a week, which includes some evenings and weekend hours.

**Key Responsibilities:**

- Coordinate all aspects for the Lion Support peer helpline
- Recruit student volunteers
- Advise Lion Support volunteers
- Select and supervise CNED 304 teacher assistant (s)
- Revise CNED 304 syllabus, training manuals and materials
- Co-facilitate the A-contract course, CNED 304, as a graduate assistant for the course
- Facilitate small group discussions
- Hold regular office hours for CNED 304
- Collect and compile data on shifts attended, missed and received calls on the hotline
- Reserve and confirm guest presenters
- Plan and implement teambuilding events
- Assist in coordination of monthly in-service workshops
- Assist with research, benchmarking, and assessment activities
- Other duties as assigned that support office sponsored events

**Learning Outcomes**

- Demonstrate an applied and theoretical understanding of student development theory through advising and interaction with students
- Enhance and develop critical thinking, communication and leadership skills
- Develop cadre of skills necessary to be an effective advisor to a student organization
- Develop programming and event planning skills
- Broaden knowledge of student affairs administration by gaining hands-on experience through service on committees, projects and assignments

**Qualifications**

- Be enrolled full time in a master's graduate program, preferably in College Student Affairs, Higher Education or Counselor Education
- Ability to work effectively with diverse populations of students
- Demonstrated ability to multi-tasks and handle varied responsibilities
- Effective oral and written communication skills
- Self starter with enthusiasm for learning
- Basic event planning skills (i.e., room reservations, marketing, budgeting, logistics)