



Center for Student Activities and Programming (CSA&P)

Graduate Assistant Position Description

The purpose of this position is to support the Center for Student Activities and Programming initiatives while gaining experience-based understanding of the various functional areas within student activities. The Graduate Assistant for CSA&P works directly with the Director of the Center and various staff within the unit such as the Student Programming Association (SPA) Program Advisor, Assistant Directors for LateNight-PennState, and the Coordinator for the Center for Arts and Crafts.

Responsibilities

This position reports directly to the Director of the Center for Student Activities and Programming and is approximately 20 hours a week, which includes some evenings and weekend hours.

- Advise committee(s) of the Student Programming Association (SPA)
- Assist with development and implementation of SPA strategic plan
- Provide program registration advising for student organizations
- Develop and implement an assessment plan for designated areas/programs
- Hold regular office hours
- Attend weekly meetings with supervisor and other Center staff as necessary
- Attend bi-weekly meetings for the Center
- Consistently exhibit professional integrity, initiative, and creativity

Learning Outcomes

- Apply and analyze student development theories through direct and indirect interactions with individual and groups of students with diverse backgrounds, cultures, and values
- Enhance and develop critical thinking, communication, 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 and programming
- Demonstrate active listening skills, empathy, integrity, and compassion in interactions with others
- 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 graduate program, preferably in College Student Affairs, Higher Education, or Counselor Education
- Must be energetic, a self-starter, meticulous, and able to work with diverse students

- Demonstrated ability to handle multiple tasks and responsibilities
- Effective communication, interpersonal, and organization skills
- Interest in and enthusiasm for intentionally designing co-curricular experiences with/for students
- Must be able to positively and creatively contribute to the work of the Center
- 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