



**Center for Student Engagement and  
Center for Student Activities & Programming**  
Graduate Assistant Job Description

The Center for Student Engagement (CSE) 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 three distinct areas: Student Organizations; Leadership Development; and Community Service and Service Learning Opportunities.

The Graduate Assistant in the Center will be involved in many aspects of the Center's work, taking responsibility for specific projects, having a presence at programs and events, and building relationships with the students and groups affiliated with the Center. Additionally, this Graduate Assistantship will work with the Center for Student Activities and Programming (CSA&P) on projects of direct interest to both centers. It is expected that this assistantship will be a two year commitment, both on the part of the Centers and the graduate assistant.

**Responsibilities**

This position reports to the Director of the Center for Student Engagement and will also work closely with the Director of the Center for Student Activities and Programming. The position requires approximately 20 hours/week, which includes some evening and weekend hours. Responsibilities include:

- Assist with the planning and implementation and attend the programs and activities supported by the CSE, which may include, but is not limited to: Leaders Emerging Today, LeaderShape, Into The Streets, Welcome Week, Homecoming, Student Organization development and training programs
- Assist with the planning and implementation of programs sponsored by CSA&P and Student Programming Association. (SPA)
- Develop a shared (CSE and CSA&P) online resource directory that can be used by students, student organization leaders and members, student organization advisors, and others to help learn about University resources, plan programs, get advice about student organizations, etc...
- Assist the Directors of the Centers with initiatives to support Penn State athletics
- Work with Fraternity and Sorority Life to garner their support for the Centers' initiatives
- Hold regular office hours
- Attend CSE staff meetings regularly and CSA&P meetings when necessary

### **Learning Outcomes**

- Apply student development theories through advising students and student organizations
- Enhance and develop critical thinking, communication, teamwork, and leadership skills
- Gain a thorough understanding and appreciation of diversity
- Develop comprehensive event planning skills through the implementation of campus-wide events
- Demonstrate active listening skills, empathy, integrity, and compassion in interactions with others
- Learn how to work as a professional member of a student affairs team

### **Qualifications**

- Be enrolled in a Master's graduate program, preferably in College Student Affairs, Higher Education, or Counselor Education
- Must be able to work in a fast-paced, team-oriented environment
- Must be energetic, a self-starter, and able to work with diverse populations of students
- Demonstrate strong communication, interpersonal, and organizational skills
- Demonstrate an ability to manage multiple tasks and responsibilities