



Center for Student Engagement

Graduate Assistant Job Description

The Center for Student Engagement 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:

- 1) Student Organizations
- 2) Leadership Development
- 3) 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. It is also expected that this assistantship will be a two year commitment, both on the part of the Center and the graduate assistant.

Responsibilities

The Graduate Assistant is supervised by the Assistant Director. This position requires a minimum of 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 not limited to, the following: Leaders Emerging Today, LeaderShape, Into the Streets, Urban/Rural Experience, MLK Day of Service, Welcome Week activities, Homecoming
- Build rapport and relationships with CSE student employees and interns and the various student groups affiliated with the CSE, especially the Undergraduate Student Leaders (USL) and the Service Learning Coordinators (SLC) through attending meetings/programs and serve as a resource for these groups
- Serve as the on-site coordinator for fall Involvement Days
- Plan and implement spring Involvement Days
- Plan and implement an annual conference for student organization leaders
- Assist in the implementation of the Student Organization Discipline Process and the training of the Student Organization Conduct Committee
- Assist the CSE staff to identify ways to utilize technology in the delivery of its services/programs
- Attend weekly CSE staff meetings
- Hold regular office hours
- Other duties as assigned

Learning Outcomes

- Apply student development theories through advising students and student organizations
- Enhance and develop critical thinking, communication, and leadership skills
- Gain a thorough understanding and appreciation of diversity
- Develop comprehensive event planning skills through the implementation of campus-wide events
- Improve budgeting and fiscal management knowledge
- Learn how to work in a professional office in a team setting

Qualifications

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