



CENTER FOR STUDENT ENGAGEMENT Graduate Assistant Job Description

URL for more information:

<http://www.sa.psu.edu/engage/default.shtml>

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 a variety of areas including Student Organizations, Student Activities and Programming, Leadership Development; and Community Service and Service Learning Opportunities.

Graduate Assistants within the Center will be involved in many aspects of the Center's work, 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 Center. It is expected that these assistantships will be a two year commitment, both on the part of the Center and the graduate assistants.

Responsibilities

These positions report to the Director of the Center for Student Engagement 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 Center and may 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, Involvement Days, Welcome Week, student organization development and training programs.
- Advise student groups that are affiliated with the Center such as the Student Programming Association and its committees, Homecoming, Undergraduate Student Leaders, Service Learning Coordinators, Student Organization Conduct Committee, and MLK Jr. Celebration Committee.
- Assist with developing and implementing assessment plans for designated programs and services.
- Build rapport and relationships with student employees, interns and staff that the Center interacts with on a regular basis.
- Hold regular office hours
- Attend weekly staff meetings
- Attend regular meetings with assistantship supervisor
- Other duties as assigned

Learning Outcomes

- 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, 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
- Develop comprehensive program planning skills through the implementation of campus-wide 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 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 cocurricular experiences with and 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