Mount Mary University

Student Affairs

***Student Engagement Graduate Assistantship***

***Job Description***

**Position Overview**

The graduate assistantship with Mount Mary University’s Student Affairs is a half-time (twenty hours per week) position designed to provide an educational experience in college administration and student personnel. The graduate assistant will serve in Student Affairs with specific emphasis in the area of Student Engagement. The graduate assistant will be responsible for providing leadership and assisting staff and students. Additionally, the graduate assistant will share responsibility for the professional on-call duty rotation.

**Responsibilities**

The primary responsibility of the graduate assistant is to support the Director of Student Engagement and Residential Living in the planning, implementation, and evaluation of a comprehensive student engagement programming. The graduate assistant will assist in program development to increase positive student and community development, as well as assisting in supervision and training, student organization advising, and administrative and departmental responsibilities. Roles and functions of the position may be subject to change.

**Roles and Functions**

***Program Development and Student Services***

* Help develop, create, implement, and evaluate campus-wide programming, events, and services.
	+ Specifically, the graduate assistant will be primarily responsible for the following programs:
		- Weeks of Welcome Programming
		- Campus Activities Fair
		- Monthly on-campus events
		- Student Government Association elections, trainings, and events
		- Off-campus excursions
* Manage social media pages including Student Engagement Facebook Page, Instagram Account, Orientation Facebook Groups
* Assist in managing events and activities which may include evenings and weekend hours
* Create weekly department e-newsletter.

***New Student Registration and Orientation***

* Assist with New Student Registration events, year-round
* Provide support during New Student Orientation, including preparation days
* Assist with Residence Hall Move-in
* Lead some training sessions for Student Orientation and Registration (SOAR) leaders

***Student Organization Advising and Group Development***

* Develop and host Student Organization training and Student Organization Advisor training
* On-going support to student leaders in the development, planning, assessment, and implementation of campus-wide programming and event planning
* Co-advise Student Government Association by providing on-going support of activities, trainings, and events
* Oversee the disbursement of Student Government Association funds to student organizations
* Attend student meetings and activities as assigned, which may include evening and weekend hours.
* Develop and maintain contact with student leaders to assist with position/personal concerns.

***Administrative Functions***

* Provide on-call duty coverage for the residence hall as assigned, sharing coverage rotation with other professional staff members.
* Co-supervise the Student Engagement Program Assistants (undergraduate student employees)
* Plan and facilitate training for the Program Assistants
* Assist the Department of Student Engagement with general administrative tasks, including maintaining the room reservation calendar, assisting with posting tasks, and assisting with the supervision of student workers.
* Attend weekly one-on-one meeting with Supervisor.

***Departmental Responsibilities***

* Assist in the recruitment and interviews of student leadership positions: Student Orientation and Registration (SOAR) leaders and Resident Assistants (RAs)
* Participate in campus activities as appropriate including training, committees, task groups, interviews, etc.
* Support Fall and Spring Commencement activities

**Supervision**

The graduate assistant reports to the Director of Student Engagement. Office hours and frequent contact is expected.

**Conditions of Employment**

* An appointment is contingent upon a completed BA/BS and acceptance into a degree-granting graduate program at Mount Mary University.
* Graduate assistants must enroll for a minimum of six credits and may carry a maximum of twelve credits per semester. Exceptions are made by the academic department.
* A minimum 3.0 grade point average must be maintained during the period of employment.
* Graduate assistants must be in good financial standing with the University.
* Due to the formal and informal demands of the position, involvement in other activities which require sizeable time commitments (volunteer work, other employment, significant class loads, etc.) are permitted only with written advance authorization from the Vice President for Student Affairs and the Director of Student Engagement and Residential Living.

**Remuneration**

This position is a 20 hour per week minimum commitment. As appropriate, additional hours may be required for high need weeks, and will be mutually decided on by both the graduate assistant the supervisor. The graduate assistant is awarded a monthly stipend of $850. Special accommodations or exemptions may be made on a case by case basis at the discretion of supervisor.

Hours for the position may also be accumulated as supervised time for academic practicum, internships, or certification protocols (dependent on academic department).