

Student Affairs Programs Graduate Assistant

The Student Affairs Programs department provides overall development and management of areas including, Spirit Team Programs, Student Engagement Programs (Student Activities, Leadership and Service, Jack Camp, Greek Life, Student Organizations, Traditions Council, Homecoming), Orientation Programs (Lumberjack Orientation, Weeks of Welcome, and family programs) and Multicultural Affairs.

GENERAL JOB DESCRIPTION

This half time, nine-month graduate assistantship position will assist with various projects and programs within student affairs programs. This is a security-sensitive position. Reports to the Assistant Dean of Student Affairs for Programs. This position is also responsible to the Dean of Student Affairs/Assistant Vice President of University Affairs and Administrative Assistant, and professional staff within the department of Student Affairs Programs.

RESPONSIBILITIES

- ✿ Assist in the planning and implementation of various Student Affairs programs
- ✿ Assist in the advising of Purple Haze Association (attending general member and officer meetings, events and retreats)
- ✿ Assist in the advising of Student Government Association (attending general member and officer meetings, events and retreats)
- ✿ Oversee the implementation of the university sponsored student organization interest meetings
- ✿ Oversee Student Affairs Programs social media marketing and website
- ✿ Design and distribute department publications for Student Affairs Programs
 - Specifically coordinate potential student leader outreach and design recruitment publication
- ✿ Assist with the recruitment and promotion of the Freshman Leadership Academy.
- ✿ Assist with the coordination and collection of program assessment data
- ✿ Assist with the Student Affairs Programs session and services fair during all special showcase and orientation events for the University
- ✿ May review budgets and student leader payroll
- ✿ May assist with administrative duties
- ✿ Participate in various meetings and committees such as:
 - Meetings with the Assistant Dean
 - All Student Affairs Programs staff and programming meetings
 - Student Affairs events
- ✿ Oversee Week of Reflection programming
- ✿ Assist with various programs within the areas of Multicultural Affairs, Orientation Programs, Student Engagement Programs, and Spirit Programs
- ✿ Coordinate leadership development lessons for student leaders
- ✿ Perform other duties as deemed necessary

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Candidate must possess the following skills and abilities, or be able to demonstrate the ability to function within the guidelines and function of the following skills set. The candidate must be able to perform these tasks with or without reasonable accommodations.

- ✿ Ability to communicate in oral and written form effectively;
- ✿ Ability to work with students and maintain a knowledge of university policies and procedures that affect his/her students and their participation in programs;
- ✿ Must have the ability to operate a personal computer with a general understanding of software needed to complete their job;
- ✿ Good with paperwork and attention to detail work in areas such as eligibility and reporting documents;
- ✿ High energy level and positive attitude;
- ✿ Able to work nights and weekends when necessary;

EDUCATION

Candidate must possess a Bachelor's degree from an accredited college or university.

QUALIFICATIONS

- 🌸 Must be admitted into a graduate program at SFA
- 🌸 Must maintain a 3.0 overall cumulative GPA. No one may hold a GA position while on academic probation.
- 🌸 Must not be on disciplinary probation. This will be verified by the Office of Student Rights and Responsibilities.
- 🌸 May hold an outside job as long as it does not interfere with the fulfillment of the position's responsibilities.
- 🌸 Must be available to work the entirety of all Orientation sessions
- 🌸 **University Qualifications for applicant:** To be eligible for an assistantship, an applicant must satisfy University, Graduate School, and departmental requirements. Graduate Assistantships are considered security sensitive positions by the University and criminal histories will be checked. The Graduate School requires the individual to have clear or provisional admission to a graduate program and must complete a minimum of nine credit hours in the fall or spring semester and three semester credit hours in a summer session. Students admitted on probation or as post-baccalaureate are not eligible for an assistantship. Unless enrolled in the Master of Professional Accountancy (MPAC) program, an Overlap Program student is not eligible for a graduate assistantship.
- 🌸 Experience in Student Affairs Programs is *preferred*.

COMPENSATION

- 🌸 Monthly stipend of \$1,125
- 🌸 On-going professional development opportunities

Student Affairs Programs Graduate Assistant Mandatory Dates:

Student Affairs Graduate Assistant Onboarding Meeting and Trainings

- TBD by Assistant Dean and hired graduate assistant upon hiring

Orientation Programs

- Fall Weeks of Welcome: August 23 – September 7, 2020
- Spring Weeks of Welcome: January 15 – 25, 2020
- Family Weekend: September 20-22, 2020

Showcase Saturdays

- November 9, 2019 (11:00 a.m. to 5 p.m.)
- February 22, 2020 (11:00 a.m. 5 p.m.)
- March 28, 2020 (11:00 a.m. 5 p.m.)

Retreats

- PHA June 2019 and January 2020
- SGA September 2019 and January 2020

Other dates

- All home football games, Fall 2019
- Week of Reflection April 2020
- Remaining 2019-2020 dates TBD

Please note this is a tentative schedule.

