

Student Engagement Programs Graduate Assistant (Service)

GENERAL DESCRIPTION

Student Engagement Programs encourages active participation in meaningful experiences outside the classroom. We engage students to enhance leadership skills and to become global citizens through programs that foster accountability, creative thinking, interpersonal and personal connections while upholding principles of The SFA Way.

Home to Greek Life, Student Activities Association, SFA Traditions Council, Involvement Center, Jack Sorc, SFA Homecoming, Jack Camp, Student Leadership and Service Programs and more than 200 student organizations, Student Engagement is at the heart of what's happening on campus. These programs help students integrate into campus life and help develop leadership skills and enhance the overall experience at SFA.

The **Graduate Assistant (Leadership)** will serve as a member of the department's leadership staff. This position will primarily be responsible for areas of the department related to leadership curriculum programming and other areas that advance the mission of the Student Engagement area.

ESSENTIAL RESPONSIBILITIES

- 🌸 Assist in the planning and implementation of programming within Student Engagement Programs.
- 🌸 Participate in university committees as required.
- 🌸 Serve as primary advisor of The Big Event, Dance Marathon and Alternative Spring Breaks.
- 🌸 Assist respective organizations in the planning of flagship events.
- 🌸 Manage other Jacks Give Back initiatives as needed.
- 🌸 Build cohesion and facilitate communication amongst Jacks Give Back programs.
- 🌸 Expected to have a minimum of 20 working hours per week.
- 🌸 Expected to meet one-on-one weekly with your primary supervisor and participate in regular programming team meetings.
- 🌸 Perform other duties as assigned by the Assistant Director and Coordinator of Student Engagement, Greek Life.

EXPECTED ATTENDANCE

- 🌸 Expected to attend the following:
 - Dance Marathon Leadership Conference
 - The Big Event Conference
- 🌸 Expected to be primary staff member on the Alternative Breaks Spring Break trip.
- 🌸 Expected to attend all respective retreats.
- 🌸 Expected to attend, when possible, Jacks Give Back programs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- 🌸 Knowledge of Microsoft Office products
- 🌸 Ability to utilize researching tools and resources
- 🌸 Excellent verbal and written communication skills
- 🌸 Ability to be creative
- 🌸 Knowledge of recruitment and training methods

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 & Responsibilities.
- 🌸 GA may hold an outside job as long as it does not interfere with the fulfillment of the position's responsibilities.

COMPENSATION

- 🍷 Monthly stipend of \$1,100
- 🍷 On-going professional development opportunities
- 🍷 Meals and lodging during conference/event

This position reports to the Director of Student Engagement and is also responsible to the Assistant Dean of Student Affairs. For more information, contact:

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