

Student Engagement Programs Graduate Assistant (Student Activities)

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 (Student Activities)** will serve as a member of the department's leadership staff. This position will primarily be responsible for areas of the department related to Student Activities Association Late Night and Movies programs and other areas that advance the mission of the Student Activities area.

ESSENTIAL RESPONSIBILITIES

- 🌸 Assist in the planning and implementation of programming within Student Engagement Programs.
- 🌸 Participate in university committees as required.
- 🌸 Assist with the implementation of Registered Student Organization Basic Training and related supportive resources.
- 🌸 Manage, oversee, and serve as primary owner of the STAR Standards Points System, a program that holds organizations accountable.
- 🌸 Expected to have a minimum of 20 working hours per week.
- 🌸 Expected to meet one-on-one weekly with your primary supervisor
- 🌸 Co-advise The Big Event, to further relationships with student organizations.
- 🌸 Assist the coordinator with Student Activities Association as necessary.
- 🌸 Manage the movie series and supervise the Public Relations/Movies officer.
- 🌸 Manage a committee dedicated to late night and special programming, hosting minimum of (2) annual events.
- 🌸 Perform other duties as assigned by the Assistant Director and Coordinator of Student Engagement.

EXPECTED ATTENDANCE

- 🌸 Expected to attend the following:
 - NACA Central Conference: October 3-6, 2019
 - NACA National Conference: February 22-26, 2020
- 🌸 Expected to attend various events throughout the year for Student Activities Association, as deemed necessary by Coordinator of Student Engagement, Student Activities.
- 🌸 Expected to attend The Big Event Conference in Fall 2019.
- 🌸 Expected to attend The Big Event program in spring of 2020.
- 🌸 Expected to attend all respective retreats.

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 Coordinator of Student Engagement and is also responsible to the Assistant Director of Student Engagement. For more information, contact:

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