

**OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS/STUDENT AFFAIRS IN HIGHER EDUCATION  
GRADUATE ASSISTANTSHIP**

**Position Description**

This is a supplemental graduate assistantship that is available to continuing SAHE students who have secured a 25-hour/week assistantship. Through this supplemental (5 hour/week) assistantship, the student will gain an understanding of the administrative processes involved in coordinating a graduate program. The emphasis of the assistantship, however, will be on student outreach and support. In addition, the SAHE Program Assistant will work with SAHE selection and special programs such as orientation, holiday party, fall welcome reception, spring recognition reception and other informal community building programs throughout the year. Contract period is from early August to the end of May. Remuneration begins at \$315/month. Student may also assist with SAHE-related programs at NASPA/ACPA conference with additional stipend to offset cost of conference related expenses.

**Desired Skills and Qualities**

- Excellent verbal and written communication skills
- Understanding of SAHE program
- Strong organizational skills with ability to focus on details
- Effective time management skills
- Self-initiative
- Creativity
- Ability to work independently and as part of a team
- Demonstrated commitment to diversity
- Programming experience
- Sense of humor
- Demonstrated confidentiality

**SAHE Responsibilities**

- Assist with the coordination of SAHE selection, including soliciting/scheduling current student volunteers, preparing information packets, schedules, name tags, schedules, and maintaining contact with prospective students
- Ensure that SAHE website reflects current and accurate information
- Assist with maintaining an updated SAHE handbook
- Coordinate the planning and implementation of the SAHE orientation, transition, celebration, and recognition programs
- Serve as liaison between students and faculty to effectively communicate students concerns, ideas, suggestions, and other constructive feedback
- Maintain regular communication with enrolled students related to program issues (changes, policies, professional development opportunities, internship/job announcements, etc.)
- Attend SAHE faculty and program meetings as appropriate
- If attending national conference, assist with SAHE-related conference activities (graduate school fair, CSU reception)

**Additional Requirements**

The nature of this position requires staff members to be both pro-active and responsive. As a result, the graduate assistant, as an important member of the VPSA Office, not only must have excellent time

management skills, but also must have the ability to pursue more than one project, program, task, or assignment at a time, AND, be flexible to adapt at any given time.

**Supervisor**

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