

**GRADUATE ASSISTANTSHIP FOR CAMPUS ACTIVITIES
CAMPUS ACTIVITIES
LORY STUDENT CENTER**

Position Title

Graduate Assistant for Campus Activities

General Description

The Graduate Assistant for Campus Activities provides leadership, management, and supervision for Campus Information & Box Office, located in the Lory Student Center. The student staff consists of at least 22 student employees, including 2 student managers. The Lory Student Center interacts with an average of 20,000 unique individuals per day, with that number rising to more than 30,000 in the first two weeks of the fall semester.

As part of Campus Activities, our work is guided and in alignment with:

CSU's Principles of Community:

- Inclusion
- Integrity
- Respect
- Service
- Social Justice

Lory Student Center Mission:

As a student-centered organization at the heart of campus, we provide programs and services that create an inclusive community and inspire active, engaged, learning.

Primary Responsibilities

1. Supervision and Management

- a) Provide day-to-day on-site management of the Campus Information & Box Office locations, including Campus Information, Info II desk, Campus Activities reception, and Campus Box Office.
- b) Advise, support, and provide leadership to student staff in all aspects including personal and professional growth and development.
 - o Lead and facilitate one training or professional development opportunity per semester for student staff on a topic of choice (i.e., balancing mental health and academics as a first-generation student, etc.)
- c) Work with the Coordinator to select, supervise, and evaluate the Campus Information & Box Office student managers and full student staff with a commitment to inclusion and diversity.
- d) Plan and attend weekly managers' meetings, weekly Campus Information & Box Office all-staff meetings, retreats, and trainings.
- e) Support the development of student managers so they can plan and facilitate weekly staff meetings and trainings.
- f) Conduct weekly 1:1 meeting with Supervisor, weekly or bi-weekly 1:1 meeting with managers, and bi-monthly meetings with remaining student staff.
- g) Assist with student staff and Campus Information & Box Office organizational assessment including learning outcomes, student performance evaluations, practical competency, and additional efforts.
- h) Assist in the creation of written and digital documentation for various processes, including but not limited to graduate assistant transition binder, student manager and staff transition binders, updating Campus Information & Box Office processes, and managing a record of day-to-day or week-to-week tasks.

2. Student Staff Scheduling

- a) Create the weekly student schedule at the beginning of each semester using When to Work system, including 256 operating hours broken down into 488 shifts.
- b) Ensure weekend and university breaks (fall, winter, spring, summer) are staffed appropriately.

- c) Support students in finding coverage in case of illness, emergencies, or other extenuating circumstances to ensure all locations are staffed.

3. Time Clock Plus System

- a) Track student hours using Time Clock Plus system, including monitoring tardiness, over-working, and other patterns for student employees.
- b) Provide Time Slip Corrections for students in cases of individual or mechanical errors.
- c) Approve hours on a bi-weekly basis to ensure student paychecks are processed on time.

4. General Campus Activities & Additional Responsibilities

- a) Participate and collaborate as an active member of the Campus Activities staff, attend meetings, retreats, and trainings, and provide support to major department-wide programs.
- b) Support and oversee annual assessment, research, and the budget for Campus Activities.
- c) Represent Campus Activities at various trainings, involvement and resource fairs as requested by other campus offices and organizations.
- d) Serve on at least one planning committee such as Dr. Martin Luther King, Jr. Celebration, Latinx/e Activism Week, Ramapalooza, or another to be approved by supervisor.
- e) Perform other duties as identified with supervisor to enhance professional development and/or support the success of program areas/department.

Desired Qualifications

1. Oral and written fluency in Spanish or another language
2. Able to take initiative and be proactive
3. Flexibility and adaptation skills in a fast-paced environment
4. Sound decision making, judgment, and ability to maintain confidentiality
5. Strong interpersonal skills, organizational skills, and administrative skills
6. Excellent writing and oral communication skills
7. Desire to promote diversity and inclusion through programming and services
8. Ability to build community with students and staff and willing to provide hands on supervision and support
9. Previous experience in leadership development, management, supervision, customer service or event planning

Professional Competencies Explored in Assistantship

- Advising and Support; Assessment, Evaluation, and Research; Law, Policy, Governance; Leadership; Organizational and Human Resource; Personal and Ethical Foundations; Social Justice and Inclusion; Student Learning and Development; and Technology

Selection Process

Individuals will be chosen following regular graduate assistantship placement. Campus Activities graduate assistants must be enrolled in the SAHE program. It is preferred that the person in this position makes a *two-year commitment with performance management check-ins along the way to ensure assistantship is mutually beneficial.*

Terms of Employment

1. This assistantship is 25 hours/week. Occasional evening and weekend commitments required.
2. The employment period is from August 1, 2024, to May 31, 2025.

Remuneration

The assistantship provides the student a monthly stipend as well as full tuition the first year, and in-state tuition the second year. We cover registration costs for one professional development conference per academic year. Additionally, there is the opportunity to take students to attend a conference with all costs covered.

Contact Information

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