



## Position Title

Graduate Assistant for Student Life

## General Description

The Student Life Office offers support and growth experiences through a variety of educational, social and multicultural activities. Student Life's mission is to empower students, fostering their development as leaders, facilitating meaningful experiences, and ensuring the fulfillment of their essential needs. All of this is done with the overarching goal of building a supportive community where students feel they truly belong. Student Life's vision is to be the hub for student engagement, resources, community, and impact. The Graduate Assistant for Student Life will have the opportunity to work with a wide variety of department functions and initiatives, including supporting the Student Government Association (SGA), Campus Activities Programming (CAP) Board, Student Clubs and Honor Societies; developing new and growing existing leadership development and civic engagement initiatives; and designing assessment tools for student-run events.

## Primary Responsibilities

- Advise, support, and provide leadership education to SGA, CAP, and Student Club & Honors Society leaders in both their responsibilities and goals as well as their personal and professional growth and development.
- Serve as an advisor for the National Society of Leadership & Success (NSLS), facilitating small group meetings, providing feedback on reflection submissions, assisting with the planning and execution of Orientation Days and Induction Ceremonies, and connecting with individual participants to support their journey to induction, etc.
- Supervise one student leader who works in the Student Life department (to be determined based on GA interest and Student Life department needs).
- Lead and facilitate one training or professional development opportunity per semester for student leaders on a topic of choice (i.e., inclusion in the workplace, balancing mental health and academics as a first-generation student, etc.)
- Collaborate in the development of at least one new leadership development opportunity for students, including identifying learning outcomes, building community partnerships, recruiting participants, facilitation of initiatives, and assessment.
- Develop assessment tools for student leaders to use to assess the effectiveness of their events and initiatives.
- Foster collaborative partnerships with Aims departments to assess desired co-curricular opportunities

## General Student Life & Additional Responsibilities

- Participate and collaborate as an active member of the Student Life staff, attend meetings, retreats, and trainings, and provide support to major department-wide programs.
- Manage and track budget for initiatives described above to ensure responsible stewardship of student fees.
- Represent Student Life at various trainings, involvement and resource fairs as requested by other campus offices and organizations.
- May serve on one additional committee such as Human2Human Programming, Hunger-Free Campus, or another to be approved by supervisor.
- Perform other duties as identified with supervisor to enhance professional development and/or support the success of program areas/department.
- Participate in bi-annual evaluations with supervisor to discuss SAHE portfolio competencies.