



## Division of Student Affairs

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**Position:** Graduate Assistant, Events and Leadership  
University Career Services, Division of Student Affairs

As a graduate assistant in the Division of Student Affairs, this job description denotes your primary responsibilities; however, the Division operates as a cohesive unit, and you may be asked to assist in other areas throughout the Division as necessary.

**Description:**

Graduate Assistants assigned to career services have the opportunity to work in a mission-critical department on a wide range of substantive projects that complement many facets of graduate-level course work. The department commits to on-going and comprehensive training and supervision of each Graduate Assistant to support his/her development as they master transferable skills in the Career Center setting. Graduate Assistants in career services gain “hands-on” experience working on important projects with internal constituents (students, administration, and faculty) and external constituents (companies and employers); all of which enhances their competitiveness in future career aspirations

**Responsibilities include (but are not limited to):**

- Research and propose ideas for new programs, keeping up with current trends
- Coordinate logistical support from campus providers including room requests, facility setups, IT requirements, and food services and provide day-of event support as needed
- Assist in the daily operations of Leadership Programs including, but not limited to, The Leadership Development Program (LDP), The National Society of Leadership and Success; Omicron Delta Kappa Leadership Honor Society; the Co-Curricular Transcript; and Don't Cancel That Class.
- Develop and maintain appropriate professional relationships with the University community, including faculty members, administrators, staff members and students
- Supervise the Leadership & Events Team student assistants

**Qualifications:**

- Bachelor's degree; doctoral-level candidate strongly preferred
- Intermediate knowledge of Microsoft Word, Excel, PowerPoint; Knowledge of SPSS a plus
- Excellent computer skills and experience posting a variety of content across different platforms.
- Excellent communication skills and an ability to alter voice/tone through social media.

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- Attention to detail and an ability to think creatively and efficiently while maintaining organization.
- Experience with graphic design (Photoshop, InDesign, Canva, etc) desired, but not required.
- Must be detail oriented, organized, and focused
- Ability to multitask and prioritize a must
- Excellent verbal and written communication skills
- Should be creative and able to think outside the box
- Fast learner and works well with others

**Length of Assistantship:** This position requires a commitment of 20 hours per week. The Graduate Assistant contract year runs from September through May and is eligible for renewal on a yearly basis. A separate contract or working arrangement may be available for May through August and is subject to supervisor approval and budget allowance.