Graduate Assistant for Academic Service-Learning office in Queens

Description of Services Provided by Department: Provide clerical and administrative assistance with Academic Service-Learning Description of the student learning experience and how it relates to student’s field of study: The student will learn basic clerical, administrative and presentation skills as well as how to develop and maintain relationships with partner organizations, and how to lead meaningful reflection. These skills are transferable to most fields.

If the student’s learning experience is not related to the student’s field of study, please describe how the student will benefit from this Graduate Assistantship. The student will learn basic administrative and presentation skills as well as how to develop and maintain relationships with partner organizations, and how to lead meaningful reflection. These skills are transferable to most fields.

Describe the major activities the GA will be involved with and evaluated on:

1. Serve as liaison between faculty, administrators, students and community service sites

2. Provide administrative support and serve as a receptionist, update manuals, spreadsheets, documents, and webpage

3. Conduct in class presentations, represent the office at events on and off campus, conduct reflections with students when appropriate

4. Track student service hours using the GivePulse Service Reporting System and assist with reporting each semester

Qualifications:

· Describe the type of graduate degree program related to the Assistantship being requested Social Sciences, Communication and Administration programs are strongly preferred

· Completed a bachelor’s degree from an accredited college or university with a major in Social Sciences, Communication, Administration degrees are preferred

· Experience required Public Speaking experience and knowledge of Microsoft Office

Compensation:

· Stipend in the amount of $ 4,000.00

· Tuition remission
Dates of Assistantship:

· Start date Fall 2022 End date Spring 2023

· Hours per week 20 hours (excluding breaks and university holidays)

· (If the GA is required to be available during breaks and on university holidays it must be specified in the original contract-otherwise they are not required.)

· (Need to be available one week before and one week after the beginning/end of the semester-specify in the original contract-otherwise they are not required.)

Contact to receive resumes: saavedral@stjohns.edu