



Division of Student Affairs

Position: Graduate Assistant (Discover New York)
Department of St. John's Serves, 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:

Under the direction of the Associate Dean of Student Engagement, he/she will be responsible for assisting with the planning, coordination and facilitation of Discover New York faculty led events and programs.

Main responsibilities include (but are not limited to):

- Assist with Discover New York
 - Work with other assigned Graduate Assistant to coordinate faculty led Discover New York events, which includes: acquiring tickets, booking transportation, reserving a room (on campus), arranging NYC tours, recording student attendance, balancing faculty allocated trip budget, collecting unused event tickets after completion of program.
 - Work with other assigned Graduate Assistant to divide DNY faculty in two sections. Each will be responsible for assigned list. Both GA's must streamline planning processes as you will need to assist faculty members in absence of each other.
 - Responsible for communicating all details of DNY events to Faculty. This involves creating a detailed itinerary for all planned events
 - Maintain an ongoing expense sheet utilizing Microsoft Excel.
 - Assist with training and development of DNY Peer Leaders.
 - Oversee the undergraduate student workers, as well as, assist with the DNY Peer Leaders. This includes delegating responsibilities, ensuring they are assisting their assigned DNY faculty both in and out of the classroom and serving as a resource to the students and outside trips that they are assigned.

General:

- Develop and maintain professional relationships with the University Community.
- Serve as a team member in the St. John's Serves Office.
- Perform all other duties as assigned by the Associate Dean for Student Engagement.

Qualifications:

- Bachelor's Degree
- Must have applied and been accepted into a Graduate Program at St. John's University
- Effective leadership and communication skills
- Must be available to work on Wednesday's and Saturdays

Division of Student Affairs Position Description



- Proficient in computers and use of Microsoft Office (including: Word, Excel and Publisher)
- Ability to maintain confidentiality in all duties assigned.

Length of Assistantship: This position requires a 20 hour per week commitment. The Graduate Assistant contract runs from September through May and is eligible for renewal on a yearly basis.