Job Description

Position Title: Graduate Assistant for Razor’s Edge

Office: Student Leadership and Civic Engagement

Reports to: Director of Student Leadership and Civic Engagement

Date: 2014

Primary Purpose: The Graduate Assistant for Razor’s Edge will provide direct support for the Razor’s Edge Leadership Scholarship program. The primary responsibility of the Graduate Assistant is to improve and aid in the recruitment, selection, and management for those students enrolled in the Razor’s Edge Leadership Scholarship program. Day-to-day responsibilities include ongoing coaching with assigned student organizations as well as supporting the Razor’s Edge program as outlined below.

Essential Job Functions:

- Assist with the recruitment, screening, communication to, and tracking of all Razor’s Edge applicants
- Identify and build relationships with national partnership organizations that attract high performing high school student leaders
- Select and train student leaders within Razor’s Edge for their role within the Speaker’s Bureau; oversee student attendance at recruitment events
- Conduct presentations about the Razor’s Edge program as needed
- Maintain the Razor’s Edge Facebook site and website
- Assist in training of university departments on Razor’s Edge programmatic information for recruitment and program maintenance
- Oversee organization and logistics of the Razor’s Edge Competition Weekends
- Maintain communication with all newly accepted Razor’s Edge cohorts over the summer months
- Assist with advising Razor’s Edge application review committee
- Act as teaching assisting for Razor’s Edge seminars as needed
Essential Job Functions (Continued):

- Meet 1:1 with all Razor’s Edge students as needed
- Organizational Coaching: All SLCE GA’s will serve as part of the overall student organization consulting team with responsibilities including:
  - Meeting regularly with the leadership of assigned registered student organizations
  - Attending organizational meetings as appropriate
  - Assisting those students in developing clear mission and vision statements
  - Advising those student leaders in identifying measurable and realistic goals
  - Assisting with developing organizational standards for active membership

Developing group specific recruitment and retention strategies

Minimum Qualifications

- Bachelor’s degree from an accredited University
- Prior experience in student leadership or student activities
- Proven high academic performance and successful participation in campus co-curricular activities
- Able to work independently and on a team
- Ability to orally communicate with others, with or without the use of an interpreter
- Enrolled in a graduate professional program at NSU. (With emphasis in College Student Affairs preferred)
- Familiarity with Microsoft Office Suite; Email, Internet, and basic computer knowledge
- Ability to communicate effectively
- Must be able to work weekends and nights