Job Description

Position Title: Graduate Assistant for Student Affairs at NSU Regional Campuses

Office: Student Affairs, Regional Campuses

Reports to: Director of Student Affairs, Regional Campuses

Date: July 2014

Primary Purpose: This position is essential to further the mission of the Division of Student Affairs, “to foster student success and a university community,” at NSU’s Regional Campuses and plays a critical role in connecting with, involving, and supporting these students. Specifically, the Graduate Assistant (GA) will support the work of the Student Affairs Assistant Directors in Jacksonville, Orlando, Tampa, Fort Myers, Miami, and Palm Beach to increase the value and connection students feel to the university through programming, involvement in student organizations, and cross-departmental collaboration. This will be accomplished through various marketing, promotion and cross-divisional communication efforts as well as through personal outreach to student leaders. The position provides a College Student Affairs graduate student the opportunity to learn about and practice program development, event planning, budgeting, student organization advising, leadership coaching, and staff (student employee) supervision.

Essential Job Functions:

- Oversee and develop the student organizations at the Regional Campuses by serving as a “leadership coach” to ensure their success and continuation; travel to these campuses to provide leadership training to student organization leaders as necessary.

- Oversee the Golden Key International Honour Society at the Regional Campuses and advise each campus chapter of the organization, which includes:
  1. Managing the membership recruitment and enrollment for the Golden Key International Honour Society at the Regional Campuses,
  2. Scheduling and planning the fall and spring induction ceremonies at each Regional Campus and assisting the Assistant Directors in implementing these ceremonies, and
  3. Planning and implementing intentional professional development and networking opportunities for the chapter members.
**Essential Job Functions (Continued):**

- Contribute to the success of the Student Government Associations (SGAs) at the Regional Campuses by:
  1. Managing the SGA annual recruitment and elections process,
  2. Coordinating the annual SGA training weekend on main campus, including developing and facilitating activities and workshops,
  3. Arranging for SGA members’ travel to the main campus for training and special events (through the Student Activities Fee Accounts Office), and
  4. Maintaining updated, accurate SGA membership lists.

- Work with the Office of Student Leadership and Civic Engagement to extend community involvement opportunities to students at the Regional Campuses; plan and implement service trips for these students.

- Plan and implement an annual social trip for students at the Regional Campuses.

- Plan and implement an annual Class Celebration (Graduation Reception) at the NSU Nassau Campus.

- Collaborate with the Department of Administrative Service and Marketing to insure consistency in publications distributed to the students at the Regional Campuses; manage the department website.

- Coordinate news articles for SharkFins, the Current, SharkTube, and local media outlets in the areas where the Regional Campuses are located.

- Design and produce the Student Planner on an annual basis.

- Assist the Director in advising the PanSGA and attend PanSGA video conference (VC) meetings.

- Assist the Director in conducting research for any and all new student affairs initiatives and programs and contribute ideas on how to engage students beyond main campus.

- Collaborate and communicate with other departments within the Division of Student Affairs as an advocate for the students at the Regional Campuses.

- Supervise an administrative student assistant.

- Other duties as assigned.
**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 and extracurricular activities.

**Preferred Qualifications**

- Experience working with student organizations and delivering leadership trainings.
- Graphic design experience (Adobe Photoshop, Microsoft Publisher, etc.) a plus.
- Ability to lift and transport materials for shipping.

**Other:**

- Occasional travel to the Regional Campuses will be required as a part of the job (scheduling and frequency is flexible and will not interfere with classes).