Job Description

Position Title: Graduate Assistant for Student Governance

Office: Office of Student Activities

Reports to: Director of Student Activities & Associate Dean of Student Development

Date: 2015

Primary Purpose: The Graduate Assistant for Student Governance will promote, coordinate, and assist the Undergraduate Student Government Association and Pan Student Government Association. The Graduate Assistant will also help to improve the leadership capacities and organizational effectiveness of both undergraduate and graduate or first professional SGA’s. Day-to-day responsibilities include ongoing consultation with assigned SGA leaders as well as marketing and recruitment of specific initiatives outlined below.

Essential Job Functions:

- General Consultation and Responsibilities: Act as the Graduate Advisor to Undergraduate SGA and assist with the operation of PanSGA as needed
  - Meet regularly with the leadership of SGA committees
  - Attend all weekly SGA and monthly PanSGA meetings
  - Assist those constituent PanSGA SGA’s as needed in terms of their planning, resources available and etc.
  - Maintain documentation and records as needed
  - Act as a resource for other organizational efforts as needed

- Undergraduate Student Government Association
  - Assist the Director of Student Activities with the day-to-day advisement of UGSGA
  - Assist with the planning and implementation of both the Fall and Winter UGSGA retreats
- Attend and assist with the Fall and Winter UGSGA Budget Hearings
- Attend and assist with the planning and implementation of traditional UGSGA programs including Water Works, and Homecoming Party and Homecoming (serve as co-advisor with the Programming GA) and elections
- Assist UGSGA Campus Entertainment Director with Leadership Development in-services
- Assist with the promotion, advertisement, recruitment, advisement and content delivery of the Freshman Council program.
- Assist with the promotion of and logistics of UGSGA elections
- Attend UGSGA subcommittee meetings as needed and assigned

- Pan Student Government Association
  - Assist with the planning and logistics of the monthly PanSGA meetings
  - Assist the Vice President of Student Affairs and the Assistant Dean of Students with regular and as needed communication to PanSGA members
  - Attend and assist with selected PanSGA subcommittee meetings (i.e. Allocation, Professional Development Grants, and HPD Concerns)
  - Record, distribute, and maintain meeting minutes of full board PanSGA meetings and selected subcommittees
  - Help maintain the PanSGA OrgSync group
  - Build and maintain current and past PanSGA membership rosters
  - Keep accurate record of all Professional Development Grant applications

- Serve as a member of the Student Activities team and assist with office related events and programs.

- Others duties as assigned.

**Minimum Qualifications**

- Bachelor’s degree in a relevant discipline from an accredited university must already be completed.
- Must be positive, organized, helpful, student-centered, friendly, and responsible.
- Some knowledge of Student Government Association
- Prefer someone with prior experience in Student Affairs/Services in a college/university setting (i.e. involvement in student activities, residential life, etc.).
- Familiarity with Microsoft Word, Excel, Power Point, and Publisher; Email Program; Internet and basic computer knowledge.
- May work nights and weekends
- Ability to work independently and as a team.
- Must have a valid Drivers License.
- Must be able to lift twenty-five (25) pounds.