Job Description

Position Title: Graduate Assistant for Student Organizations

Office: Office of Student Activities

Reports to: Assistant Director of Student Activities

Date: 2015

Primary Purpose: The Graduate Assistant will assist in the marketing; advertising and programming efforts of the Office of Student Activities as it relates to University recognized clubs and organizations. The Graduate Assistant will oversee the operations and management of all undergraduate clubs and organizations while attending Inter-Organization Council (IOC) meetings and serving as an advisory role to that group. The Graduate Assistant will also assist with the logistical and risk management efforts as they pertain to club and organizations. The Graduate Assistant will act as the professional staff manager in the student resource center (SOURCE).

Essential Job Functions:

- Ensure that all organization registration packets are turned in and filled by the first full week of classes

- Assist in the continued implementation and coordination for OrgSync trainings

- Maintain accurate records of all student organizations including but not limited to: E-Board members, active members, budget, meeting times, chartering packets, leadership training attendance etc.

- Provide incoming students with special interest information about student organizations by the first week of school and educate the student leaders about the importance of contacting incoming students

- Assist in the advisement of clubs and student organizations recruitment, publicity, fundraising, programming efforts and budget management
• Coordinate the creation and dissemination of information and workshops to aid students in increasing knowledge in these areas and make them readily available via the web and other appropriate means

• Implement a recruitment and retention plan for organizations

• Work closely with the Orientation Office for Organization Club Fairs

• Advise IOC and work with the three elected IOC SGA Senators

• Ensure that the IOC is fully functional with every club having representation

• Meet with the IOC Chair prior to the IOC meetings to ensure that the meetings are purposeful and meaningful and discuss any current issues within the IOC

• Assist in the daily operations/management of the Undergraduate Clubs and Student Organizations

• Develop and maintain an Advisor manual and training for all the clubs and organization’s advisors

• Contact each advisor to discuss questions and progress

• Responsible for the Registered Student Organization (RSO) calendar of events. Ensure that the web calendar is well marketed and organizations understand the value of and are posting their events

• Make sure that the Current highlights the accomplishments of various clubs and organizations

• The Graduate Assistant will recognize the organization of the month as well as assist with the SLCE recognition awards

• Oversee the student employees in the Source Office

• Manage the annual Block Painting Event

• Ensure that all Student Clubs and Organization related events are being assessed and tracked by Student Trackers

• Work with student staff to monitor and maintain functions in Rosenthal Building daily

• Attend meetings as deemed appropriate and duties otherwise assigned by the Assistant Director or Director

**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.
- 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.

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- Must have a valid Drivers License.

- Must be able to lift twenty (20) pounds.