Job Description

Position Title: Graduate Assistant for Student Programming

Office: Student Activities

Reports to: Assistant Director of Student Activities

Date: July 2014

Primary Purpose: This Graduate Assistant (GA) position for the Office of Student Activities works towards the mission of the Division of Student Affairs and the Office of Student Activities. The Student Activities staff members are collectively responsible for programs, services, facilities, and operations that “foster student success and a university community.” This is a twelve month position requiring 25-30 hours per week. The GA for Student Programs is primarily responsible for the programs sponsored by the Office of Student Activities.

Essential Job Functions:

• Advises the Student Events and Activities Board, and assists with developing programs, events, and activities for NSU students.
  1. Able to develop student programs throughout the year.

• Develop and implement plans to market, promote, and publicize programs to the campus community.

• Responsible for enforcing all university and Student Activities policies, rules, expectations, and guidelines (including those regarding the consumption of alcohol) in The Flight Deck and at remote functions.

• Coordinate the Shark Cup Challenge finally event for Summer Orientation Sessions

• Organize and supervise Shark Squad, a summer orientation student group who presents on involvement opportunities

• Assist in supervision of student workers. Directly advise student program board members.
• From time to time, may be scheduled to provide senior staff coverage/supervision of The Flight Deck and remote functions during weekends, nights, and special events.

• Keeping regularly scheduled office hours of 20 hours per week, with the remainder 10 hours per work to be allotted for events, meetings, networking opportunities, marketing, etc. Must meet with direct supervisor on a weekly basis. Must be flexible with work schedule – available to work during the day, evenings, and weekends, around class schedule.

Marginal Job Functions

• Maintain Student Activities office and keep work areas neat and orderly.

• Attend and participate in all staff meetings, training sessions, and division-wide meetings and programs.

• Occasionally attend and participate in student government meetings, residential hall meetings, etc. to promote collaborative programs.

• Attend, participate, and/or work functions as needed by the Division of Student Affairs.

• Continually communicate with the Director and Assistant Director about projects, events, responsibilities, and concerns. Ask for help when needed.

• Foster strong relationships and serve as a liaison with NSU administration, faculty and staff, and students. Act as a resource for all staff and students in regards to University questions

Qualifications

• Must be an NSU student pursuing a graduate or terminal degree. Bachelor’s degree in a relevant discipline from an accredited university must already be completed. (Preference will be given to those enrolled in a College Student Personnel program.)

• Must have wise judgment to make good decisions, and must represent the division with integrity.

• Must be very creative.

• Must be fun, positive, organized, helpful, student-centered, friendly, and responsible. Demonstrate a sense of job responsibility, initiative, energy, leadership, approachability, and maturity.

• Must embrace and exemplify the core values of the Division of Student Affairs: responsiveness, initiative, production, professionalism, involvement, and commitment.

• Prefer someone with customer service experience and some level of supervisory experience either in a job or leadership position role.
• 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.

• Ability to work independently and as a team.

• Maintain complete confidentiality.

• Due to the GA responsibilities, no other job can be held concurrent with the GA appointment.

• Must have a valid Drivers License.

• Must be able to lift twenty-five (25) pounds.