Division of Student Affairs

Position: Graduate Assistant: Generalist
Office of the Vice President, Division of Student Affairs

As a graduate assistant in the Division of Student Affairs, this job description denotes your primary responsibilities; however, the Division operates as a cohesive unit, and you may be asked to assist in other areas throughout the Division as necessary.

Description:
The Generalist Graduate Assistantship (GA) position in the Office of the Vice President for Student Affairs (VPSA) involves a wide array of tasks and responsibilities specifically associated with COVID-19 protocols.

The GA’s primary role is to assist the facilitating of Covid testing and vaccination. Supporting other Division and University-wide initiatives may also require.

Responsibilities include (but are not limited to):
- Work directly with the Sr. Associate Dean for Student Services in Covid-19 testing and vaccination, including set-up, break-down and preparation of materials.
- Administer check-in of appointments, distribution of testing supplies, collection of completed test and, lab delivery (on campus).
- Indirectly support departments in VPSA’s administrative areas including Student Engagement, Student Development, Student Health Services, Student Conduct, Career Services, Residence Life, Counseling and Consultation Services
- Perform general office duties as assigned

Qualifications
- The candidate must be a fully matriculated student accepted into a St. John’s University graduate program in Psychology, Human Services, Counseling, Higher Education, Educational Leadership or related field.
- Excellent interpersonal, written and oral communication skills.
- Must be able to work independently and proactively monitor and manage timelines to facilitate completion of goals and objectives.
- Must be detail orientated and have the ability to maintain a strict level of confidentiality.
- Proficiency in computer use including Microsoft Office applications.
- Experience working with culturally diverse populations, demonstrated leadership and customer service is desired.
- This position is subject to a comprehensive background screen, with employment contingent upon satisfactory results.

Length of Assistantship: This position requires an in-person commitment of 20 hours per week (at least 4 days per week). The Graduate Assistant contract year runs from September through May and is eligible for renewal on a yearly basis.