Position: Graduate Assistant for Student Government, Inc.
Queens Campus, 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:
Under the direction of the Assistant Dean of Students & Director of Student Conduct (SGI Advisor), this person will be responsible for managing the Student Government Printing Center and assist with general accounting and management of student organization budgets.

Responsibilities include (but are not limited to):

- Manage the Student Government Printing Center
- Hire and train all student workers with a focus on customer service and operations of printing machines/materials
- Monitor the printing budgets for all student organizations and reconcile all departmental transactions for proper payment
- Supervise all student workers, which include developing work schedules for the Student Government front desk and the Printing Center student workers
- Collect and approve time card/time sheets, supervise daily tasks and ensure proper punctuality of students
- Responsible for the daily operation of assisting with organization deposits
- Coordinate check requisition process, including signatory completion by appropriate personnel including the Student Government Advisor, President and Treasurer
- Thoroughly monitor and log Facilities and Security invoices so that Student Government, Inc. is appropriately charged for Student Government events and organizations events
- Maintain a log of all Special Allocation and Professional Development requisitions.
- Serve as “front-line” assistance to the SGI Executive Board
- Assist the Advisor(s) with coordination of regular and special Student Government meetings, events and functions
- Develop and maintain appropriate professional relationships with the University community, including faculty members, administrators, staff members and students.
- Manage Student Government external managements systems, such as VoteNet and Engage.
- Other duties as assigned by the SGI Advisor and/or Student Life Assistant for SGI
General
- Establish and complete a schedule of 15-20 office hours per week; weekend and evening hours as needed.
- Work with various offices and individuals in developing programs and advertising for events.
- As assigned by supervisor, attend various Student Affairs staff meetings and individual meetings.
- Serve as a chaperone, as needed.

Qualifications
- Bachelors degree required
- Must have applied and been accepted into a Graduate Program at St. John’s University
- Programming experience, organizational skills, ability to work within budgets, understanding of student learning theories and community development is preferred.
- Effective leadership and oral communication skills
- Excellent written communication skills
- Must maintain confidentiality in all duties assigned
- Preferred experience of at least one year working for or serving on Student Government, Inc.

Length of Assistantship: This position requires a commitment of 15-20 hours per week. The Graduate Assistant contract year runs from September through May and is eligible for renewal on a yearly basis. A separate contract or working arrangement may be available for May through August and is subject to supervisor approval and budget allowance.