Division of Student Affairs

Position: Graduate Assistant for Student Success Center and Service
Staten Island 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 Director for Student Life, the Graduate Assistant for Student Success Center and Service will be responsible for various projects and assignments within the Department of Student Affairs. This Graduate Assistant position is multi-faceted in meeting the co-curricular needs of a diverse, undergraduate student population. This position requires weekday, evening, and weekend hours as needed.

Responsibilities include (but are not limited to):
- In conjunction with the Assistant Director for Student Life, provide oversight for aspects of specific Signature Programs and Series to include:
  - Cultural Theme Month Programs
  - Service Initiatives
  - Success Center Programs
- Research and identify local and global service initiatives for participation in one day, weekend and/or weeklong experiences.
  - Assist in facilitating post-service work reflection for students individually and as a group to reflect the mission of the university.
  - Organize Service Fair once per semester.
- Assist in the planning and implementation of monthly Student Success Center programs.
  - Provide evenly balanced calendar of events in collaboration with other units within the Office of Student Life.
  - Provide programs that target commuter and resident students
  - Work collaboratively with various campus departments to offer student programming directly related to offered student services and complementary of the mission of the university in relation to culture awareness.
- Assist in the planning and implementation of service opportunities geared towards three target groups:
  - Freshmen Students
  - Sophomore Students
  - General Clubs/Organizations
- In conjunction with the Assistant Director for Student Life, create a general marketing strategy for all Signature Programs and Events.
  - Oversee the Facebook and Twitter presence of the Office Student Success Center that engages students in the program planning process, serves as a mechanism for student feedback, and allows the office to gain larger visibility.
  - Leverage the use of technology to replace traditional forms of advertising while maintaining paper and traditional forms of advertising.
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- Engage freshmen students through target e-mails based on their interests on the freshmen orientation survey.
- Provide intermediate-level data analysis of program participation utilizing the St. John’s Involvio Mobile App.

General
- Establish and complete 20 office hours per week in addition to 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 Life staff meetings and individual meetings with project manager.
- In conjunction with Student Life administrators serve as a mentor to student organization E-Boards that are under Student Life umbrella.
- Serve as a chaperone, as needed.
- Other duties as assigned by the administrators in the area of Student Life.

Qualifications
- Bachelors degree required
- Enrollment in a full-time Master’s program in Higher Education, Student Personnel Administration, Counseling, or other related field required.
- 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
- Effective organization/multi-tasking skills
- Ability to program various events for large groups of students, faculty and parents/families with diverse needs and interests

Length of Assistantship: This position requires a commitment of 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.