



Position: Graduate Assistant for Student Involvement
Length of Contract: 2017 - 2018 Academic Year

General Statement of Purpose and Duties:

The position will support co-curricular opportunities related to student organizations, Husky Sync and the Presidential Leadership Program (PLP).

The Graduate Assistant for Student Involvement's primary role is to assist with the coordination of integrative learning experiences and student organizational support services. Direct programmatic responsibilities include assistance with student clubs & organizations, on-campus initiatives, workshops, and other programmatic efforts in relation to student involvement for Bloomsburg University students. In addition, he or she will be assisting with developing marketing tools for the Center for Leadership & Engagement, utilizing student development theory, creating learning outcomes and assessment for various programs.

Reports to: The Graduate Assistant for Student Involvement is the under the supervision of the Assistant Director of the Center for Leadership and Engagement.

Principal Duties and Responsibilities:

1. Mentor, coach and train undergraduate student staff in the Center for Leadership & Engagement.
2. **Assist with the marketing, and daily maintenance of Husky Sync including, but not limited to:**
 - a. Event Approval & Advertising
 - b. News Posts
 - c. File/Form Creation & Updates
3. Assist with the facilitation of Level 1 and Level 2 workshops (Student Organizational Leadership Track) for the Leadership Certification Program (LCP) as necessary
4. Assist with the various initiatives of the Council of Clubs including the training of student organization officers and club advisors
5. Review and update Student Organization informational and training materials
6. Assist with the communication of opportunities for student organizations to be involved on campus and in the community
7. Assist with the overall development of students within the Presidential Leadership Program (PLP) as well as programmatic efforts
8. Attend regular staff meetings, trainings, professional development sessions, office events & functions
9. **Assist with the pre-planning needs & attend the following annual CLE sponsored events, as necessary:**
 - a. Fall Semester: Activities & Involvement Fair in August and The Giving Tree in November
 - b. Spring Semester: Husky Student Leadership Summit in February, Kids Fun Carnival and Springfest in April
10. **Assist with the planning and execution of various CLE sponsored events.** (Sample events may include, but are not limited to: Orgtober, Empty Bowls, Alex's Lemonade Stand, and Winter Fest)
11. **Serve on at least one CLE Planning Committee.** Sample committees may include: Activities & Involvement Fair, Blood Drives, Husky Student Leadership Summit or Springfest
12. Assist, as needed, with the Committee on Student Organizations (COSO) in collaboration with the Community Government Association (CGA)
13. Develop and apply learning outcomes and assessment tools for programmatic efforts
14. Conduct open office hours in the Center for Leadership & Engagement in collaboration with other graduate assistants in Center
15. Maintain positive working relationships with all offices within Student Affairs & Academic Affairs
16. Perform other duties related to the Center for Leadership & Engagement



*** Students seeking a graduate degree in Education, Business, College Student Affairs and/or Counseling Programs are strongly encouraged to apply.*

To apply:

Please send a cover letter & resume to Mr. George Kinzel gkinzel@bloomu.edu

Applications will be accepted until position is filled.

Requirements:

A Graduate Assistant in the Center for Leadership and Engagement must possess a Bachelor's degree and be enrolled in a graduate degree program at Bloomsburg University. The Graduate Assistant must maintain good academic standing (at least a 3.0 cumulative GPA on a 4.0 scale), good social standing and be a full-time graduate student, with semester hours not exceeding 9 credit hours. The assistantship requires a 20 hour/week commitment that will require evening and weekend hours.

Qualifications:

The Graduate Assistant should:

1. Communicate effectively in writing, one on one, small groups and large groups
2. Maintain a positive working attitude and value for teamwork
3. Possess excellent leadership, time management, organizational, group facilitation and critical thinking skills
4. Serve as a role model who exhibits strong characteristics of the Good Work Model (Excellence, Ethics, Engagement)
5. Possess a valid Driver's License and feel comfortable driving a 7-passenger CGA mini-van



Remuneration

The Graduate Assistant will receive a bi-weekly stipend and a 6 credit tuition waiver per semester. The position is for the Fall 2017 and Spring 2018 semesters. The graduate assistant is expected to work 20 hours per week. Evening and weekend work will be required.

Bloomsburg University of Pennsylvania is committed to equal educational and employment opportunities for all persons without regard to race, religion, gender, age, national origin, sexual orientation, disability or veteran status.