Position: Graduate Assistant for Communication & Student Group Involvement  
Length of Contract: 2016-17 Academic Year

General Statement of Purpose and Duties:
The position will administer various marketing & communication strategies for the Center for Leadership & Engagement and support co-curricular opportunities related to Husky Sync, PLP, student clubs & organizations.

The Graduate Assistant for Communication & Student Group Involvement’s primary role is to assist with the coordination of integrative learning experiences, online communication efforts and student organizational support services. Direct programmatic responsibilities include assistance with student clubs & organizations, conferences, on-campus initiatives, workshops, and other programmatic efforts 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 Communication & Student Group Involvement is the under the supervision of the Assistant Director of the Center for Leadership & Engagement.

Principal Duties and Responsibilities:
1. Assist in the training, coaching, & mentoring of 10-12 undergraduate student staff in the Center for Leadership & Engagement.
2. Assist with the marketing, training, development & daily maintenance of Husky Sync including, but not limited to:
    - The Co-Curricular Transcript
    - Event Approval & Advertising
    - News Feeds
    - File Creation & Updates
    - Instructional Videos
3. Assist with the facilitation of Level 1 and Level 2 Leadership Certification workshops
4. Coordinate CLE Social Media announcements via Twitter, Instagram, Facebook and Snapchat
5. Assist the CLE Website Coordinator with regular web updates
6. Review and update CLE informational materials including brochures, display boards, manuals and branding materials
7. Assist with the various initiatives of the Council of Clubs including the training of student organization officers and club advisors
8. Communicate opportunities for student clubs and organizations to be involved on campus and in the community
9. Assist with the mentoring & development of students selected for the Presidential Leadership Program (PLP) as needed
10. Attend regular staff meetings, trainings, professional development sessions, office events & functions
11. Must help with the pre-planning needs & attend the following annual CLE sponsored events:
   - Fall Semester: Activities & Involvement Fair in August; Haunted Husky Hollow in October
   - Spring Semester: Husky Student Leadership Summit in February; Springfest in April
12. Serve on at least one CLE Planning Committee. Sample committees may include: CLE Branding, HuskySync, Activities & Involvement Fair, Haunted Husky Hollow, Blood Drives, Husky Student Leadership Summit, Springfest or Leadership & Service Recognition Luncheon
13. Assist, as needed, with various CLE collaborative efforts with CGA (Community Government Association) Examples may include, COSO, The Big Event, CGA Meetings, Senator training, etc…
14. Develop and apply learning outcomes & student development theory
15. Conduct open office hours in the Center for Leadership & Engagement in collaboration with other graduate assistants in Center
16. Maintain positive working relationships with all offices within Student Affairs & Academic Affairs
17. 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 & 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 semesterly 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-pasenger 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 2016 and Spring 2017 semesters. The graduate assistant is expected to work 20 hours per week. Evening and weekend work will be required. (May include involvement in Haunted Husky Hollow, Husky Student Leadership Conference, Springfest, Student Organization Leaders Retreat, Kids Fun Carnival, The Big Event, Leadership Retreats, Workshop presentations, etc…)

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.