Student Affairs Graduate Assistantships
Information Packet

About this Packet
Within Student Affairs, three different graduate assistantships are offered. This packet contains each assistantship’s position description as well as a program overview of the Student Affairs Graduate Assistantship Program.

Overview of Assistantships
Graduate assistantships within the Division of Student Affairs offer a unique employment opportunity for graduate students designed to provide work experience within an educational framework. In particular, these positions offer professional experience in college administration and student development, event planning, and project management, with work focusing on building interpersonal relationships and providing leadership to a variety of constituents.

General Responsibilities
All graduate assistants (GAs) within the Division of Student Affairs share these same general responsibilities:
- Departmental Support
  - Each GA will have a defined set of responsibilities working for the various departments of Student Affairs. The GA will report to the Director of that area and will be responsible for supporting the achievement of learning outcomes related to that area. Please see individual job descriptions for department specific responsibilities.
- Divisional Support
  - Graduate assistants within the Division of Student Affairs will support several division-wide efforts and activities including: Homecoming Week, Commencement activities, New Student Orientation/Weeks of Welcome, and Residence Hall Move-In. Each GA is responsible for supporting the achievement of the Student Affairs Learning Outcomes.
- On-Call Professional Duty
  - Graduate assistants serve on the On-Call Professional Duty rotation in addition to the Directors of Student Engagement and Residence Life. While “on-call”, those in the rotation are expected to provide support to Resident Assistants seeking to resolve various issues, triage critical or near-critical incidents, and provide professional guidance to situations arising in the residence halls outside of University business hours. Each GA will be “on call” 3-5 days a month, and one major holiday each year.

Conditions of Employment
To be considered for a graduate assistant position, as well as to remain in the position, each individual must meet the following conditions of employment:
- An appointment is contingent upon a completed bachelor’s degree and acceptance into a degree-granting graduate program.
- Graduate assistants must be enrolled “full-time” as determined by institutional and program specific expectations.
- A minimum 3.0 grade point average must be maintained during the period of employment.
- Graduate assistants must be in good overall standing with the University.
- Due to on-call requirements, graduate assistants must live within a 20 minute response time of Mount Mary University.
- Due to the formal and informal demands of the position, involvement in other activities which require sizeable time commitments (volunteer work, other employment, significant class loads, etc.) must be pre-approved by the graduate assistant’s supervisor.

Remuneration
Graduate assistants are primarily compensated by a monthly stipend, as outlined for each specific position. Graduate assistants do not receive educational benefits or tuition remission. Certain positions may require the individual to live in the residence hall, in which case, benefits include room and board.

To Apply:
To be considered for one of these positions, please forward a resume and cover letter describing your interest in the position to Kayla Sell at sellk@mtmary.edu and Erich Zeimantz at zeimante@mtmary.edu by April 29th, 2016. Be sure to indicate to which assistantship(s) you are applying.
Position Overview

The graduate assistantship with the Department of Student Engagement is a quarter-time (ten hours per week) position designed to provide an educational experience in college administration and student personnel. The graduate assistant will be responsible for providing leadership and assisting staff and students. Initiatives with students focus on community development, leadership development, multicultural competence, personal integrity and civic responsibility. All graduate assistantships within the Division of Student Affairs provide additional support to divisional efforts and activities, including participating in the On-Call Professional Duty rotation.

Responsibilities

The primary responsibility of the graduate assistant is to support the Director of Student Engagement in the planning, implementation, and evaluation of a comprehensive student engagement program. The graduate assistant will assist in program development to increase positive student and community development, as well as assisting in supervision and training, student organization advising and group development, student contact and individual student development, and administrative and departmental responsibilities. Roles and functions of the position may be subject to change.

Roles and Functions

Program Planning and Development

- Plan and develop department programming plan, in conjunction with Director
  - Develop holistic programming timelines, identifying innovative and creative student programming.
  - Assist in program and event planning, including reserving spaces, requesting services, contacting vendors and third-party entities, and prepare marketing materials.
  - Attend events to provide leadership and problem-solve for event issues or needs. May require evening and weekend hours.
  - Conduct program and event assessment activities.
- Assist in planning annual program offerings including Weeks of Welcome, Homecoming, Accepted Student Overnight, Denim Day, International Women's Day events, and monthly Bingo events.

Student Organization Advising and Group Development

- Co-Advise the Programming and Activities Council (PAC) student organization.
  - Plan and facilitate student leader training for the Programming and Activities Council (PAC) student organization and the Student Orientation and Registration (SOAR) leader group.
  - Guide student leaders in the development, planning, assessment, and implementation of campus-wide programming and event planning.
  - Hold weekly one on one meetings with student leaders.
  - Attend student meetings and activities as assigned, which may include evening and weekend hours.
  - Develop and maintain formal/informal contact with student leaders to assist with position/personal concerns.
Administrative Functions/Departmental Responsibilities

- Provide on-call duty coverage for the residence hall as assigned, sharing coverage rotation with other professional staff members. See Student Affairs Graduate Assistant Position Overview for more information.
- Assist the Department of Student Engagement with general administrative tasks, including
  - Social media account management,
  - Supervision of student workers,
  - Manage the Programming Resource Center (PRC).
- Support departmental functions including:
  - SOAR Leader selection, training, and management,
  - New Student Registration Day planning and execution,
  - New Student Orientation planning and execution,
  - Planning/coordinating the Step Singing Ceremony.
- Attend weekly one on one meeting with Supervisor.

Supervision
The graduate assistant reports to the Director of Student Engagement.

Conditions of Employment
Individual must meet the following conditions of employment:

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- A minimum 3.0 grade point average must be maintained during the period of employment.
- Graduate assistants must be in good overall standing with the University.
- Due to on-call requirements, graduate assistants must live within a 20 minute response time of Mount Mary University.
- Due to the formal and informal demands of the position, involvement in other activities which require sizeable time commitments (volunteer work, other employment, significant class loads, etc.) must be pre-approved by the graduate assistant’s supervisor.

Scheduling Requirements & Remuneration
The graduate assistant position is a twelve-month position, with a 10 hour per week minimum commitment. The GA will coordinate, with input from the Director, a schedule that reflects an appropriate mixture of scheduled weekly office hours, scheduled weekly meetings, and flexible schedule options for covering events, activities, and other commitments. As appropriate, additional hours may be required for high need weeks, and will be mutually decided on by both the graduate assistant and the supervisor.

Additionally, the Graduate Assistant will assist at the following annual events:
- New Student Registration days
- Residence Hall Move – In days
- New Student Orientation, including preparation days
- Fall and Spring Step Singing and Commencement events

The graduate assistant position is compensated with a monthly stipend of $425.

Hours for the position may also be accumulated as supervised time for academic practicum, internships, or certification protocols (dependent on academic department).

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Contact Information:
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