Title: Graduate Assistant for Service Initiatives
Department: Office of Student Life and Conduct
Hours: 20 hours/week (Starting August 1, 2016)
Remuneration: Stipend of $10,800 for a 12 month contract (August – July)
Tuition waiver, which covers up to 21 in-state graduate credit hours per year (F – 9, W – 9, S/S – 6)
Parking provided at GRCC
Reports to: Director of Student Life and Conduct

Summary
The Graduate Assistant is a member of the Student Life and Conduct team. The office serves the college and students in several ways, including front desk services/sales (RaiderCards, bus passes, movie tickets, etc.), coordinating all major student events and student clubs/organizations on campus, oversight of the food pantry and dining services, and enforcement of the Student Code of Conduct and Behavioral Intervention Team. The Graduate Assistant holds responsibilities primarily in coordinating and supporting events, clubs/orgs, and special programs, however, will have the opportunity to be exposed to the other areas of our work if desired.

Essential Job Functions

Typical areas of responsibilities may include, but are not limited to, the following:

- (30%) Support the advisor for the Campus Activities Board (CAB), learning the role in preparation to serve as the advisor during the 2nd year as an assistant. This includes working all of the annual events including, but not limited to, Welcome Week/Club Days, blood drives, and StressBuster/Finals Relaxer.
- (25%) Assist with the coordination of student awareness campaigns, training and programs (e.g. drugs and alcohol, sexual misconduct, degree completion).
- (10%) Support student employee hiring and training efforts, providing back up support to the supervision of those students in the absence of the Service and Technology Coordinator.
- (10%) Coordinate, develop and manage the gown recycling program for the annual Commencement.
- (5%) Coordinate and manage the oversight of the GRCC Food Pantry.
- (5%) Provide support to the Ready, Set, Graduate program organization and volunteer coordination.
• (5%) Maintain regular postings regarding Student Life (or campus wide) messaging through the BUZZ and mtvU campus ads.
• (5%) Assist with food pantry shopping as needed, learning and preparing for oversight of that program during the 2nd year as an assistant.

Marginal (Non-Essential) Job Functions (5%)
• Provide general support to all Student Life office functions and events.
• Assist with Student Life services including duties related to opening, closing and managing the office as needed.
• Attend Student Life staff meetings and other campus wide meetings relevant to the position as scheduling permits.
• Assist with management of and training students to utilize OrgSync as a method of communicating club/org information, as well as college opportunities to students, while also maintaining oversight of the CAB portal.
• Other duties as assigned or as designed based on interest of individual graduate student.

Job Specifications

Education
Full time enrollment in the Master of Education, College Student Affairs Leadership Program through the College of Education at Grand Valley State University.

Physical Demands
• Ability to lift equipment and supplies (20-30 lbs)
• Noise level is usually moderate, though at certain events can be loud/very loud.

Mental Demands
• Possess the personality and enthusiasm to work with students, college staff and general public.
• Proficient in software applications including PeopleSoft, Microsoft Office (MS Word, Excel, Publisher, Power Point), GroupWise.
• Excellent organizational and problem solving abilities.
• Proven initiative, ability to follow through, and effectively able to manage multiple projects in a timely manner.
• Possess excellent proofreading and editing skills.
• Must be proficient in verbal, written, and interpersonal communication skills.
• Ability to work effectively with diverse groups and individuals.
• Excellent public relations and customer service skills.
• Project a professional image including punctuality and good attendance record.

**Working Conditions**

- Flexible hours including some evenings and weekends.
- Primarily office/desk work.
- Position requires ability to stand/walk for long periods of time during major events.