

GRAND VALLEY STATE UNIVERSITY
Office of Student Life
College Student Affairs Leadership (CSAL)
Graduate Assistant for Civic Engagement

Job Description:

Core responsibilities also include but are not limited to student staff/leader hiring, development, and evaluation, program assessment, promotions, and website maintenance. Due to the vibrant campus culture, GAs must have a willingness to work frequent irregular hours, including evenings and weekends for programs and events. Additional Office of Student Life responsibilities include but are not limited to participation in staff meetings, walk-in student advising and additional event support, as needed.

Responsibilities:

- Serve as the point person in coordinating campus-wide community engagement programs including: Welcome Week Service Project (Beach Clean Up), Nonprofit Volunteer and Internship Fair, Make A Difference Day, MLK Jr. Day of Service and Solidarity, Community Outreach Week and monthly Days of Community Action
- Supervise Community Service Learning Center Civic Engagement Associate for Programs and Event Planning (undergraduate student staff)
- Assist with coordination of campus-wide student democratic engagement efforts, including but not limited to GVSU Votes! and the Campus Democratic Engagement Coalition
- Co-advise a service and advocacy based student organization council with regular meetings and initiatives, including singular organizations such as Colleges Against Cancer and Alternative Breaks
- Coordinate large-scale outreach to student organizations for relationship building, collaboration and delivery of educational content. Direct CEA staff to assist in outreach and implementation efforts
- Support programming managed by full-time team members via logistics, volunteering, and wrap-up
- Serve on the University Student Risk Management Committee, Student Organization Review Board and MLK Day Committee
- Work alongside the Graduate Assistant for Student Organization and Leadership Development to coordinate leadership training and initiatives rooted in civic engagement and greater cultural understanding

Expectations:

- The ability to set goals, establish priorities, and demonstrate effective use of time, facilities, skills, and other resources to accomplish objectives.
- Strong communication and presentation skills.
- Demonstrate effective critical thinking skills and adaptability in a dynamic ever-changing work environment.

- Due to the vibrant campus culture, GAs must have a willingness to work frequent irregular hours, including evenings and weekends for programs and events.

Qualifications:

Education Requirements: BA/BS required & acceptance to the GVSU Master of Education Program.

Work Environment:

This position holds office hours entirely on the Allendale Campus. A designed desk space, including a desktop computer, is provided within the Office of Student Life in the Kirkhof Center.

Expected learning outcomes/professional competencies:

The graduate assistant will gain skills in student organization advising, program/event planning, conflict management, strategic planning, presentation abilities, database and website management, inclusion and equity topics, and other professional development opportunities.

Supervision/Collaboration with organization:

The GA will report directly to the Assistant Director of Student Organizations.

Terms of appointment:

The position will work 20 hours per week for 10 months. This position is open to full-time graduate students in the Adult & Higher Education and/or College Student Affairs Leadership (CSAL) programs.

A tuition waiver covers **21 graduate credit hours per academic year** and includes a stipend of \$9,000. This assistantship will begin Fall 2022 semester and will conclude Winter 2023.

Contact Information:

Brianna Slager, Assistant Director of Student Organizations
Office of Student Life
1110 Kirkhof Center, Allendale, MI 49401
616-331-2345
slagerbr@gvsu.edu

For more information on the College of Student Affairs and Leadership master's program and application process visit <http://www.gvsu.edu/csal/>