The Student Involvement Center as part of the Division of Student Development facilitates programs, services, and experiences that help students develop as leaders who are holistically formed, critically reflective, and socially and personally responsible.

As the Student Involvement Center, we are committed to creating educational experiences that engage students through their campus involvement, leadership development, and college transitions. The Graduate Assistants for Student Involvement Center, as an educator, works with the Student Involvement Center staff to provide administrative, advising, project development assistance and student development leadership for students of the Saint Louis University campus. As a member of the Student Involvement Center, the Graduate Assistants will be assigned projects each year to assist in their development. The following projects could be assigned to the Graduate Assistants: advising and/or supervising students, planning programs/events, managing special projects, or assessment projects.

The Student Involvement Center is committed to the total development of all students within an inclusive community through mentoring, programming, and supportive learning environments. Staff positions in the Student Involvement Center are not traditional 8-5/M-F jobs. Schedules are influenced by student and community needs. There will be times throughout the year when the Graduate Assistants will be expected to be available evenings and weekends. Availability during this time will be determined in conjunction with the supervisor.

This description provides an outline of major responsibilities but is not an all-inclusive list. Through the course of the year there will be times where staff will be called to provide duties based on the needs of the department that may not be outlined in this description. Graduate Assistants need to be flexible and realize other duties will be assigned as needed.

Primary Functions for Graduate Assistants
The Graduate Assistants for the Student Involvement Center may be responsible for working with special projects; assisting with the recruitment, selection, and training of student leaders/staff; assisting with presentation development; providing opportunities for the growth of students through the encouragement and support of educational and social programs within the community; and provide leadership and advisement of programs; and other duties as assigned.

The Graduate Assistant, supervised by a full-time staff member of the department, is a vital member of the Student Involvement Center Staff. The Graduate Assistants are expected to work with all staff within the Center, and other divisional/campus staff in the development and implementation of management and programming objectives for the entire Student Involvement Center operation.

There will be four Graduate Assistants positions and will be assigned to a primary area for the year. Below are the primary descriptions and then the general job responsibilities for the Graduate Assistants.

Graduate Assistant Option #1: (GA for Transition Programs) – Hiring for 2016-2017
The Graduate Assistant will supervise the Transfer Mentors and work with the TRANSFERmations program (part of First-Year Experience) that occurs during the first 6-weeks in the fall semester and the first 3-weeks in the spring semester. The Graduate Assistant will also supervise the Commuter Assistants and oversee the Freshman Commuter Program that is a part of First-Year Experience. The Graduate Assistant may assist with other First-Year Experience initiatives that help students with their transition to SLU such as Fall Welcome, Winter Welcome and SLU 101. The Graduate Assistant will work with the Senior-Year Experience (SYE) student committee to help coordinate senior celebrations and communications. The Graduate Assistant will work with the SYE student committee to determine senior celebration events such as Senior SLUBRATION and other opportunities. The Graduate Assistant will be responsible for updating the “Senior Information Packet” for students, the “Senior Postcard” for families, monthly senior e-newsletters, and the SYE website.

Graduate Assistant Option #2: (GA for Fraternity/Sorority Education and Development)
The Graduate Assistant will have oversight for Fraternity and Sorority education and leadership development that includes new members and leaders within the community. The educational topics cover sexual assault/violence, alcohol, multicultural competence and social justice, hazing, and other educational topics related to the development of the community. The Graduate Assistant will advise the Order of Omega Greek Honor Society, support with Greek Week programming, coordinate weekly fraternity/sorority community communications, and will supervise the Greek Undergraduate Intern. The Graduate Assistant will assist with leadership and development by planning the weekly Greek Hour along with the Officer Trainings and Workshops/Retreats. The Graduate Assistant will assist with the Greek grade reports by collecting and compiling information for the Assistant Director. The Graduate Assistant will review/approve events with the Greek Social Event Policy (GSEPs) through SLU Groups and handle special events/projects with the fraternity/sorority community. The Graduate Assistant will also help the department with website and marketing development.
Graduate Assistant Option #3: (GA for Student Organizations and Involvement)
The Graduate Assistant will assist the department through work directly related to student organizations. Student Organizations are advised by full-time faculty and staff around campus, but support and resources for student organizations and their advisor are provided by the Student Involvement Center. The Graduate Assistant will assist with the administration of SLU Groups which is an organizational management system for the student organizations. The Graduate Assistant will help maintain SLU Groups and promote the SLU Groups system to students. The Graduate Assistant will assist with the planning/coordination of Leaders of the Pack program in the fall as well as the Transitional Leadership program in the spring. The Graduate Assistant will coordinate the SLU Involvement Fairs that occur during Fall Welcome and in Winter Welcome. The Graduate Assistant will create online resources, training workshops for student organizations and advisors, and the monthly e-newsletter. The Graduate Assistant will assist in coordinating the Student Leader Honoraria and also assist with the management of the student organization budgets. The Graduate Assistant will supervise an Undergraduate Intern for Student Organizations.

Graduate Assistant Option #4: (GA for Leadership and Student Activities) – Hiring for 2016-2017
The Graduate Assistant will assist with leadership programming that includes the new Billikens LEAD program, Lunch with Leaders program, Leadership & Service Awards, etc. The Graduate Assistant will oversee the Involvement Ambassadors program. This Graduate Assistant will assist the department through work directly related to the key programmatic efforts of the Billikens After Dark (BAD) Late Night Program that includes #SLUintheCity. The BAD program is created to provide alcohol alternative programming for students during the late night hours on or off campus. The Billikens After Dark Graduate Assistant will work with student leaders associated with the program and collaborate with the departments as well as student groups and organizations. #SLUintheCity is to provide off-campus events in the St. Louis Metro area or to sell discounted tickets for cultural/sports events. The GA will supervise the BAD Undergraduate Intern. The Graduate Assistant will assist in advising Student Activities Board (SAB). The Graduate Assistant will also assist as needed for spirit and tradition programs.

Responsibilities for Each Graduate Assistant
The Graduate Assistants for the Student Involvement Center will have a primary focus as described in the four above options and will work in a team structured environment with the below overall responsibilities.

Student staff/leader recruitment, selection, training, supervising/advising, development, evaluation, and recognition
- Assist with the above processes
- Advise/supervise student leaders/staff; hold them accountable to their position description
- Works through collaborative relationships with Student Organizations and other student constituencies
- Participate in training and developments; plan training and development sessions
- Facilitate meetings as needed to discuss progress on goals and opportunities for collaborative projects
- Develop structures that offer feedback and provide performance evaluations to student leaders/staff

Programming/Instruction
- Facilitates the day-to-day functions of assigned programs
- Oversees the program planning process and funding allocations for assigned programs
- Support students in their programming efforts and assist in planning programs for identified needs
- Track programming for reporting purposes
- Researches current trends in higher education in regards to assigned programs/projects
- Assists with SLU 101 and Fall Welcome and other key departmental functions
- Works to provide diverse and inclusive programming that reflect and respect multiple identities; and promotes social justice and multi-cultural competence

Community Development and Collaboration
- Help promote leadership and involvement opportunities to all students
- Promote participation in department/university programs and services
- Be actively involved in resolution of issues and concerns
- Promote student achievement and initiatives through nominations to campus and national awards
- Works through collaborative relationships with student groups and departments as partners for projects
- Create inclusive environments where all students can be successful

Student Learning
- Participate in group meetings to discuss opportunities, issues, and strategies to promote student learning
- Assist in academic and leadership achievement recognition/incentive programs

Assessment
- Support and administer approved department or division assessment programs/initiatives
- Assess success of programs, initiatives, and learning outcomes; facilitates and reviews program effectiveness
- Be visible on campus talking informally with students about academic, personal or community success/issues/concerns
Administrative responsibilities

- Attend meetings with staff and others as scheduled
- Information distribution in a timely fashion to staff and students
- Working hours vary depending on class schedule, but are scheduled at 20 hours a week; other hours may be required to respond to critical incidents or during certain periods of the year
- May be assigned some budget responsibilities within the department
- Assists with website content for department
- Respond to student/parent/faculty concerns; refer difficult cases to the appropriate staff

Student Accountability

- Understand and support the code of student conduct
- Hold student leaders/staff accountable for their decisions and actions
- Provide assistance when needed for student or staff discipline

Crisis Intervention/Response

- Work with Department for Public Safety & Emergency Preparedness, Student Health Center and University Counseling Center, Student Responsibility & Community Standards, Housing & Residence Life, Dean of Students Office, etc. in response to issues/incidents on campus

Requirements

A Bachelor's Degree is required supplemented with experience with student organization leadership and involvement experience in a university setting. Enrollment in a graduate program at Saint Louis University is required for the Graduate Assistants in the Student Involvement Center. The Graduate Assistants cannot hold any other graduate assistantship or be a full-time employee on campus during the same period. Priority will be given to students enrolled in the Higher Education Administration graduate program at Saint Louis University, but enrollment in other degree programs (Social Work, Public Health, Business, etc.) will be considered if degree relates to the assistantship. The Office of Graduate Education has guidelines for Graduate Assistantships and work must educationally relate to the degree.

The Graduate Assistants for the Student Involvement Center are considered security sensitive positions. Applicants may be subjected to a police records check. All candidates will be required to submit academic transcripts to verify education.

The Graduate Assistants for the Student Involvement Center must be committed to working within an innovative environment that is focused on the education of the whole person through supporting the mission of the university. The successful staff member must have a passion for working with a diverse student population, committed to student learning and development, committed to diversity and social justice, possesses strong critical thinking and problem solving skills, demonstrates initiative, communicates effectively, has a positive attitude, developed interpersonal human relations skills, ability to plan and organize, and an ability to manage structured autonomy. The staff member must also be willing to work late night and weekend hours as needed.

Remuneration

The Graduate Assistants for the Student Involvement Center are 11 month appointments with a salary of $900 per month plus 3 credit hours in tuition during the fall and spring semesters. Working hours may vary depending on class schedule, but are scheduled for 20 hours a week. Reserved parking is available upon the individual purchase of a campus parking permit.

Dates of Employment

First day of employment will be July 18, 2016 and run through May 31, 2017 to complete the 11 month appointment. (start and end date are flexible and negotiable) The Graduate Assistants are expected to work all University workdays unless prior arrangements have been made with their supervisor.

Saint Louis University prohibits discrimination based on race, color, sex, national origin, religion, age, sexual orientation, disability, or veteran status. All University policies, practices, and procedures are administered in a manner consistent with our Catholic Jesuit identity.

To apply, send a cover letter, a resume, and the names, addresses and telephone numbers of three references to: Jordan Glaser, Program Coordinator for Student Involvement Center, Busch Student Center – Suite 319, 20 North Grand, St. Louis, MO 63103, Phone: (314) 977-2805, FAX: (314) 977-7177, Email: jmglasser@slu.edu.

3/23/2016