



Division of Student Development Graduate Assistant (GA) Recruitment 2024-2025

About Saint Louis University: Founded in 1818, Saint Louis University is one of the nation's oldest and most prestigious Catholic institutions. Rooted in Jesuit values and its pioneering history as the first university west of the Mississippi River, SLU offers more than 13,500 students a rigorous, transformative education of the whole person. At the core of the University's diverse community of scholars is SLU's service-focused mission, which challenges and prepares students to make the world a better, more just place.

About the Division of Student Development: The Division of Student Development is driven by the mission to provide programs, services and experiences that help students develop as leaders. Our goal is to help shape students into successful graduates who are holistically formed, critically reflective and socially and personally responsible. The Division is comprised of fourteen departments, and employs over 200 professional staff who support both graduate and undergraduate students and initiatives at the University.

Divisional Statement on Diversity: In support of Saint Louis University's Jesuit mission, the Division of Student Development is committed to maintaining an environment of mutual respect and dignity for people of all backgrounds and cultures. It is our mission to encourage and support a thriving and diverse community among our staff and students. We honor the differences in our community, whether they be age, ability, race, religion, gender identity and expression, sexual orientation or socio-economic background, and prepare our students to thrive in a multicultural, diverse society. Our efforts are grounded in cultivating awareness, inclusion and engagement through intentional experiences, events and programs that demonstrate our commitment to excellence.

The Division of Student Development employs over 40 graduate assistants who work closely alongside administrative staff to fulfill the mission of the University. The Division strongly believes in supporting the education of aspiring higher education professionals, and our staff are committed to providing meaningful, immersive learning opportunities for graduate students. We offer mentoring, supervision, and holistic support in a cohort based model, aligned with Catholic, Jesuit teaching.



Division of Student Development
Graduate Assistant (GA) Recruitment
2024-2025

Position title: Student Development - Business Services Graduate Internship

Hiring Department: Student Development Shared Business Services

Supervisor: Assistant Director/Business Manager

Position description: Under general supervision, performs administrative duties which include maintaining department accounts, filing, compiling information & analyzing data. Student will assist with processing invoices & preparing financial reports.

Primary duties and/or possible projects for this role:

- Prepare and process confidential financial summaries, reports, agendas, and general papers
- Assist with maintaining departmental databases, budgets, accounting, purchasing and travel expense records/reports
- Research, gather, and analyze data
- Screen and direct phone calls
- Assist with maintaining and monitoring inventory and capital equipment
- Process accounts payable invoices
- Assist with internal audits

Qualifications: Bachelor's Degree is required. Enrollment in a graduate program at Saint Louis University is required. The GA cannot hold any other graduate assistantship or be a full-time employee on campus during the same period.

Preferred Skills:

- Knowledge of office practices & procedures, including filing, indexing & other general administrative duties
- Accounting and bookkeeping skills
- Ability to prepare financial reports, under supervision
- Ability to manage multiple tasks simultaneously
- Knowledge and ability to operate personal computer including Microsoft Word & Excel
- Strong organizational/planning skills

- Strong analytical, math, and communication skills
- Attention to detail
- Ability to maintain confidentiality
- A self-starter

Compensation: \$1350/month

Tuition scholarship: \$9750/year

Optional enrollment in SLU's graduate student health insurance coverage. If personal coverage through SLU is waived, this benefit is forfeited (has no cash value).

Dates of appointment: July 1, 2024 - June 30, 2026, includes summer graduate worker hours

To apply, please send a cover letter, resume, and contact information for three professional references to StuDevHCM@slu.edu. Please share your intended graduate program of study in your cover letter details.

Graduate Assistants must be enrolled as a full-time student in a university graduate program at the start of employment.

Questions about this position: Genise Lay, Assistant Director, at StuDevHCM@slu.edu