



Division of Student Development

Graduate Assistant (GA) Recruitment

ANTICIPATED OPENING: 2024-25

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: GA for Student Engagement

Hiring Department: Student Involvement Center

Supervisor: Director, Student Involvement

Position description: GA will be responsible for working with special projects and/or campus events; assisting with SIC presentations and University policy compliance; providing opportunities for the growth of students through advising and mentoring; providing leadership and advisement of programs; and other duties as assigned. The GA is 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.

Primary duties and/or possible projects for this role:

- Support program creation, planning, and implementation for the entire department.
- Create unique and innovative marketing/publicity materials for print and social media use.
- Assist with advising, coaching, and mentoring support for any of SLU's Greek-letter organizations.
- Provide advising support for SLU's recognized and chartered student organizations.
- Assist with the multicultural development and fluency of all campus organizations, in addition to supporting SLU's identity and affinity-based groups with programming and education.
- Uphold University organizational policies and the SIC's policies and procedures for student organization and events.
- Develop collaborative partnerships with other University departments and divisions in providing opportunities for the growth and development of students.
- Aid in the implementation of major University and departmental initiatives, including but not limited to: Fall and Winter Welcome, SLU Fair (involvement fair), fraternity and sorority recruitment, Homecoming & Family Weekend, Leadership & Service Awards, etc.

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: Because of the nature of the support and guidance provided by the SIC, it is important that team members have a solid understanding of the value of engagement and co-curricular involvement. Ideally, a successful GA candidate would have any of the following experiences:

- Membership in clubs/organizations, or have served in an executive board leadership role
- Membership in a Greek-letter organization from National Panhellenic, National Interfraternity, Multicultural Greek, or National Pan-Hellenic Councils
- Attended a leadership development workshop or conference
- Program creation, planning and implementation; ideally in collaboration with other organizations and/or campus partners
- Management of a social media account and/or platform, including an understanding of account analytics

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, 2025

To apply, please send a cover letter, resume, and contact information for three professional references to involvement@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: Jackie Weber, Director of Student Involvement at jackie.weber@slu.edu