



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: Graduate Assistant for Recreation

Hiring Department: Campus Recreation and Wellness

Supervisor: Director of Campus Recreation and Wellness

Position description:

The Graduate Assistant for Recreation reports to the Director of Campus Recreation and Wellness. The position is responsible for assisting in the development, implementation, and evaluation of recreational programs that promote and support healthy student involvement within the Saint Louis University community. This person will have the opportunity to promote intentional student development and learning through Campus Recreation and Wellness initiatives. They will work in collaboration with the department's professional staff to help facilitate the day-to-day activities of the department. Additional responsibilities may be assigned according to the discretion of the Director of Campus Recreation and Wellness.

Job Duties and Responsibilities:

- Assist in developing and supporting comprehensive recreational programs, services, policies, and procedures that reflect the values of the University and meet the needs of a diverse student body
- Assist with managing the department's generic email account
- Assist in the coordination, organization, and logistical support of facility reservations for indoor and outdoor recreational facilities and spaces
- Assist in the management of special events and equipment rentals
- Assist with the implementation, administration, and management of the department's marketing efforts
- Provide support to the day-to-day operations of the 120,000 sq/ft Simon Recreation Center and the student staff working in the center
- Assist in the recruitment and selection of quality student employees
- Assist in the creation, distribution, and compilation of assessment instruments to determine program effectiveness and participant satisfaction

- Research and build upon student development and risk management topics and assist with student staff trainings
- Ensure patrons safety by providing detailed inspections of recreational facilities and equipment (specifically the Simon Recreation Center and sports equipment rentals/inventory)
- Collaborate with other departments within the Division of Student Development on projects, initiatives, and committees
- Uphold University policies and graduate assistant expectations and maintain scheduled office hours
- Represent the Department of Campus Recreation and Wellness in a professional manner
- Participate in personal and professional development
- Perform special projects and other duties as assigned

Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills
- Commitment to working within an innovative environment that is focused on student development, learning, and educating the whole person
- Model healthy lifestyle practices
- Passion for working with a diverse student population
- Possess strong critical thinking and problem solving skills
- Demonstrate initiative
- Posses a positive attitude with strong interpersonal human relations skills
- Ability to plan, organize, and manage time efficiently
- Attention to detail

Minimum Qualifications:

- Completed Bachelor's degree from an accredited four-year institution
- Acceptance in a graduate academic program at Saint Louis University
- Current Red Cross Adult and Pediatric First Aid and CPR w/ AED certifications or willingness to obtain within the first 90 days of employment
- Current Mental Health First Aid certification or willingness to obtain within the first 90 days of employment
- Ability and willingness to occasionally work weekends and evenings as needed

Preferred Qualifications:

- Education or experience in higher education, public health, health promotion, health education, collegiate recreation, wellness or closely related field
- Experience with administrative or managerial responsibilities

- Proficient with Microsoft 365 and Google Workspace

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:

First day of employment will be August 1, 2024 and run through May 31, 2025 to complete the 10-month appointment (start and end date are flexible and negotiable; please note that new International Students start dates will be based upon university guidelines).

To apply, please send a cover letter and resume to:

Todd Robben

Director, Campus Recreation and Wellness

Simon Recreation Center

3639 Laclede Avenue

St. Louis, MO 63103

(314) 977-3968

todd.robben@slu.edu

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

Saint Louis University is an equal opportunity/affirmative action employer. All qualified candidates will receive consideration for the position applied for without regard to race, color, religion, sex, age, national origin, disability, marital status, sexual orientation, military/veteran status, or other non-merit factors. We welcome and encourage applications from minorities, women, protected veterans, and individuals with disabilities (including disabled veterans). If accommodations are needed for completing the application and/or with the interviewing process, please contact Human Resources at 977-5847. Successful applicants must show proof of their eligibility to legally work in the United States.

Questions about this position:

Please contact Todd Robben at todd.robben@slu.edu or 314-977-3968