



Division of Student Affairs

Office of Student Leadership and Engagement Job Description

Student Activities Graduate Assistant

The Student Activities Graduate Assistant is a position for a Shenandoah University graduate student who will serve as a member of the Office of Student Leadership and Engagement (OSLE) staff and work with a variety of student employees. The Student Activities Graduate Assistant contributes to the mission of Shenandoah University and its Division of Student Affairs by developing co-curricular programs that create community, help students develop a sense of belonging, and promote social and emotional well-being. The graduate assistant will have the opportunity to work as a professional to learn about organizational leadership in a higher education setting and develop critical thinking and decision making skills.

Responsibilities include, but are not limited to:

- Assist in the planning, implementation, and assessment of the following annual programs:
 - SU Signature Events - Welcome Week, Labor Day, Homecoming, Fall Fest, Apple Blossom, and Spring Formal
 - Campus Activities Network (CAN) Programs - Bingo, Movie Nights, and Craft Nights
- Work with committee chairs to assist with logistics of committee meetings for SU Signature Events
- Directly coordinate purchases: shop and order supplies, submit receipts, and update budgets
- Ensure staffing of events with OSLE employees, CAN employees, and volunteers when applicable
- Serve as the point of contact during events and ensure all aspects of events are running smoothly
- Mentor student employees in CAN and collaborate on programming
- Effectively manage CAN and OSLE budget allocations for student programs
- Assist in training CAN employees and volunteers

Required Qualifications:

- Be enrolled in a Shenandoah University graduate program (part time or full time)
- Ability to work evenings, weekends, and holidays for in-person and virtual programs
- Live close to Shenandoah's main campus in Winchester due to the nature of this position
- Customer service, teamwork, problem-solving, and communication skills
- Strong organizational skills, decision-making skills, and attention to detail
- Ability to lift objects weighing up to 50 pounds

Preferred Qualifications:

- Background in program planning, implementation, and evaluation
- Experience mentoring and serving as a role model for other students
- Ability to work with a diverse student population
- Understand the value of out-of-classroom campus engagement

Salary and Benefits:

- \$8,000 stipend for a 10-month contract beginning August 14, 2023, through May 18, 2023
- Up to 25 hours per week with flexibility to complete some hours remotely
- Professional development opportunities