



# MEDAILLE COLLEGE

## MEDAILLE COLLEGE POSITION DESCRIPTION

- TITLE:** Graduate Assistant – Student Involvement Center; Leadership Programs (anticipated)
- REPORT TO:** Director of Student Involvement
- COMPENSATION:** \$9,000 Stipend or Tuition Reimbursement  
Health Insurance Optional
- QUALIFICATIONS:** Bachelors degree required. Experience in leadership programs, orientation / new student programs, clubs and organizations, student activities/recreation preferred. Must be enrolled in a graduate program leading to student affairs work/teaching in higher education.
- DESCRIPTION:** A full-time graduate assistantship supporting the enhancement of Medaille's two leadership programs, Welcome Weekend and Family Weekend. Must work a minimum of 20 hours per week; flexible schedule a *must*.
- TERMS:** August 18, 2008 to June 12, 2009, evenings/weekend hours expected.

### DUTIES AND RESPONSIBILITIES

- Provide assistance in development and implementation of Medaille College's Welcome Weekend and Family Weekend programs
- Assist in program development of the Emerging Leaders Program and the new True, Blue and Gold Leadership Program
- Work with the Director of Student Involvement in facilitating the Emerging Leaders Program which includes but is not limited to:
  - Overseeing the ELP leadership group facilitators
  - Assist and teach one section of the ELP bi-weekly leadership seminars
  - Assisting in the planning and implantation of various campus-wide leadership programs
  - Maintenance of the ELP data base
  - Serve as community service liaison
- Co-Advise the Student Government Association (meetings held every Monday from 12:30-1:30pm) with the Director and the Coordinator of Student Activities.
- Serve as a member of the Student Affairs Staff by attending meetings and participating in overall planning for the Division
- Carry out additional duties in the areas of research, evaluation, and mentoring etc.

- SUBMIT:** Cover letter, resume, and references to:  
Kerry L. Spicer  
Director of Student Involvement  
Medaille College  
18 Agassiz Circle  
Buffalo, New York 14214



## POSITION DESCRIPTION

- TITLE:** Graduate Assistant of Student Involvement (anticipated)  
Student Involvement Center (Programming)
- REPORT TO:** Coordinator of Student Activities
- COMPENSATION:** \$9,000 Stipend or Tuition Reimbursement  
Health Insurance Optional
- QUALIFICATIONS:** Bachelors degree required. Experience in student activities, programming, and clubs preferred. Enrolled in a graduate program leading to student affairs work/teaching in higher education.
- DESCRIPTION:** A full-time graduate assistantship supporting the enhancement of the Student Involvement Center; including but not limited to student activities and programming, clubs and organizations. Serve a minimum of 20-25 hours a week; flexible schedule a *must*.
- TERMS:** August 15, 2008 to June 15, 2009, full-time status and expectations, evenings/weekend hours included.

## DUTIES AND RESPONSIBILITIES

- Provide assistance in the leadership and co-advisement of the Student Activities Board (SAB) along with the Coordinator of Student Activities.
- Assist in the implementation, publicity and production of SAB events on campus.
- Advisor to the Commuter Student Council.
- Assist in the implementation, coordination, and publicity of Commuter Student Council events.
- Assess and implement incentive program(s) on campus.
- Maintain weekly Stall Street Journal and other advertisements.
- Provide assistance in development and implementation of Medaille College's Welcome Weekend (*August 30 – September 1, 2008*) and Family Weekend programs.
- Work with the Student Involvement Center staff on assessing and reporting on specified goals and objectives of the office.
- Serve as a member of the Student Affairs Staff by attending meetings and participating in overall planning for the Division.
- Participate in Student Involvement Center programs as assigned.

- SUBMIT:** Cover letter, resume, and three references to:  
Lakeisha Flood  
Coordinator of Student Activities  
Medaille College  
18 Agassiz Circle  
Buffalo, New York 14214