

Hilbert College

Office of Student Activities



Graduate Assistant Job Description

Summary of Description:

The Student Activities Graduate Assistant (G.A.) is typically a graduate student studying student affairs in the Buffalo Area. The GA is responsible for promoting the core values of Hilbert College and enhancing the overall educational experience of students through development of, exposure to, and participation in social, intellectual, cultural, leadership and service opportunities. The GA assists the Director of Student Activities in the initiation, planning, development, implementation and supervision of a comprehensive activities program to include but not limited to: student governance, cultural events, concerts, social events, leadership activities, New Student Orientation, Fall Fest, Quad Party, trips and tours, community service events, and group activities. Many of these programs take place outside of normal business hours.

Supervision:

- The Director of Student Activities will serve as the direct supervisor to the Graduate Assistant.
- The GA will assist in the supervision of two work study students and in advising the Activities Committee of the Student Government Association.

Qualifications:

Professional Experience

- Bachelor's degree.
- Enrolled in a graduate program preferably leading to a career in Student Affairs.
- Undergraduate experience in planning and supervising student activities is required.
- Undergraduate work experience in a student activities office or as a programming board member is highly desirable.

Professional Skills and Qualities

- Ability to communicate effectively and function in a diplomatic fashion.
- Willingness to work weekend and evening hours supervising programs.
- Ability to develop and implement student activities programming.
- Familiarity with campus services, policies, regulations and facilities.
- Ability to respond to immediate crisis situations until qualified professional help is available.
- Commitment to human and community development, fostering academic achievement through student activities programs, and promoting tolerance and appreciation for all individuals.
- Efficiency in job task completion.

Personal Qualities

- Ability to make sound decisions in rapid succession.
- Upbeat, courteous attitude and behavior.
- High energy level and motivation.
- Self-discipline and responsibility.
- Initiative and self-reliance.

Responsibilities: The primary goal of the Student Activities office is to enhance the overall educational experience of students at Hilbert College through development of, exposure to, and participation in social, educational, cultural, leadership and service opportunities. The Student Activities office works towards fostering a sense of community among all members of Hilbert College through the orientation program offered during the summer. Our goal is to develop the student as a whole both in and out of the classroom. Student Activities professionals work as educators, advisors, counselors and mentors for the students at Hilbert College. The following is a summary of the significant expectations for which the GA is responsible:

Commitment

- The GA contractual dates are from August 1, 2008 through May 31, 2009
- Works an average of 25 hours/week both in the Student Activities Office and around campus supervising events, during normal business hours, as well as nights and weekends.
- Remains attentive to job responsibilities and the community.
- Attends and assists in the operation of the Student Government Association, as well as Activities.

Administrative

- Attends Student Life meetings.
- Complete appropriate paper work in a timely fashion including program evaluation and semester reports.
- Communicate with the Director of Student Activities on regular basis.
- Assist in the operations and management of all Student Activities programs.
- Assist the Director of Student Activities with the marketing and promotion of campus events.
- Assist the Director of Student Activities in providing quality services to meet the needs of commuter and non-traditional students.

Programming Responsibilities

- Assist the Director of Student Activities to develop, advertise and promote student activities that meet the needs of residential, commuter, traditional and non-traditional Hilbert College students.
- Co-Advise the Activities Committee of the Student Government Association.
- Provide assistance to all student organizations in the development of their activities both on and off campus.

Other Responsibilities

- Assist the Director of Student Activities with the planning and implementation of orientation programs for new students and their parents.
- Assist with any situations occurring in the Campus Center when present.

- Adhere to all policies and procedures included in the Student Life Handbook and other College publications.
- Respond to emergency situations when requested.
- Perform other duties as assigned by the Director of the Student Activities.

This summary is not exhaustive and additional duties can be assigned as needed.

Renumeration:

- GA will receive a \$6,000 annual stipend payable bi-weekly throughout the year, as well as \$3,000 toward tuition.

Evaluation:

- Formal written evaluation of the GA by the Director of Student Activities will occur at the end of each semester. The Activities Committee of the Student Government Association will be included in this evaluation. Informal evaluation and feedback will occur continuously as part of the supervision process.

Dismissal:

- Employment may be terminated by the Director of Student Activities if the performance of the GA is unsatisfactory, or if termination is considered to be in the best interest of the individual GA or the institution.

Application:

- Submit a professional resume with three references.

The position is open until filled.

Return application materials to: Jason Enser, Director of Student Activities, Hilbert College, 5200 South Park Avenue, Hamburg, NY 14075. Or email to jenser@hilbert.edu

