Campus Life Graduate Assistant Job Description
Position Focus: Student Group Support

Overview:
The Student Group Support Graduate Assistant is a graduate student who works in close collaboration with and is supervised by the Assistant Director of Student Involvement in Campus Life to support the 450+ registered student groups through student group advisement and programming support.

Qualifications:
- Must be a full-time graduate student who works through the end of the 2019-2020 academic year
- Previous experience with undergraduate student groups or Student Affairs is preferred
- Professionalism and respect for and commitment to student development and student initiatives

The Graduate Assistant will work approximately 10 hours a week, which will include day, night, and weekend hours. (Please note that this will fluctuate throughout the year.)

Duties:
Duties that Graduate Assistant will fulfill include, but are not limited to:
- Develop and facilitate GPS Training Module Series for student group leaders
  - Assist in the coordination and facilitation of the annual Student Group Leaders Training
  - Become knowledgeable of Campus Life student group policy
  - Work with Assistant Director to develop GPS Training Series content focused on program planning and student group policy implementation
    - Schedule, reserve spaces, and advertise series
    - Use methods of targeted outreach to promote the series
  - Develop assessment tools and track outcomes
  - Use WUGO to track attendance and group progress
  - Create incentives for training series
- Provide support for Programming with Alcohol Policy
  - Facilitate Responsible Contact trainings
- Provide daily support and guidance for approximately 450+ diverse student groups
  - Serve as a resource for student group policy navigation with the potential to support groups through a student group conduct process
  - Assist Assistant Director for Student Involvement and Student Groups with managing registration process and WUGO group rosters
  - Provide support to organizations and advisors
Graduate Assistant for Campus Life

Campus Life

2019-2020 Academic Year

- Campus Life responsibilities
  - Assist in the coordination of major campus programs
    - Assist with the Fall and Spring Activities Fairs and Taste of St. Louis
  - Participates as an active member of the Campus Life professional staff, attending administrative staff meetings, workshops and events
  - Become knowledgeable of Campus Life practices
  - Promote the value of co-curricular activities to the university community through presentations and information booths.

Other Responsibilities:
Opportunity to advise a student organization, undergraduate student worker(s), and undergraduate student leaders

Compensation:
The Graduate Assistant will receive $10.50/hr. averaging 10 hours a week for 32 weeks paid over a 10 month period (August – May).

Application Process:
If interested in being considered for the Graduate Assistant position, please email a resume and letter of interest to Peggy Hermes at peggy.dixon@wustl.edu.