Graduate Assistant for Campus Life
Campus Life

Campus Life Graduate Intern Job Description
Position Focus: Programming

Overview:
The Student Involvement Graduate Assistant is a graduate student who works in close collaboration with and is supervised by the Assistant Director of Campus Life to support the 450+ student groups registered in the areas of 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, respect for and commitment to student development and student initiative

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:
- Programming Development and Support
  - Develop and implement trainings and programs to support student groups in their campus programming efforts.
  - Serves an advisor to campus partners/student groups program planning/implementation
  - Serve as primary contact for Social Event Management and Student Group Travel
    - Become knowledgeable of Campus Life policy and serve as event registration approver
    - Facilitate Responsible Contact and Social Event Management trainings and maintain database of trained students
    - Create event packets for events with alcohol and formals
- Assessment and Research
  - Create assessment tools to identify programmatic successes and opportunities for growth.
- Student Group Advising
  - Advise select student groups (Dance Marathon, Relay for Life, etc…).
  - Conduct weekly/bi-weekly meetings with student organization officers/groups.
  - Attend and support programming efforts of student groups.
  - Assist student leaders with relationships with community partners/organizations.
Campus Life responsibilities
  - Assist with Campus Life programming that focuses on student engagement opportunities at the Danforth University Center. This includes Tuesday Tea, DUC N Donuts, and Reading Week.
  - 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.

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.