



Office of the Vice President of Student Development

Hiring Department: Office of the Vice President of Student Development

Position Title: Graduate Assistant, Office of the Vice President of Student Development

Position Time: Part-Time (20 hours), 12-Month

Position Location: Centennial Forum Student Union, Lakeshore Campus

Compensation: \$15,600, 12-month, health insurance, plus tuition benefits of 21 credit hours per year

Position Summary:

The Graduate Assistant (GA) for the Office of the Vice President for Student Development is placed in the unique position of being able to actively construct a professional experience in an office that provides institutional leadership, support and guidance to programs that advance diversity, health and safety, career and academic services, student leadership, and campus activities. GA is responsible for assisting in divisional assessment, coordinating division-wide strategies which may include sampling strategies for measuring attainment of individual department goals; and design assessment for Student Development initiatives of University interest; i.e. residential communities, student leadership assessment, learning outcomes, etc. Further, the GA in this position will collect information regarding division's graduate assistantships and coordinate renewal of positions each year; conduct student-oriented research, including staffing surveys, library research and literature reviews; support special projects relating to the assessment and research activities of the divisional working group and serve as a member of that committee; This position reports directly to the Assistant Vice President who also serves as the Coordinator of the Graduate Assistantship Program. This position requires that the GA be an independent worker who is willing to take initiative on new projects, and be an effective collaborator with students, faculty, and student development staff.

Duties include, but not limited to:

- Assisting and supporting the Vice President with administrative duties surrounding division-wide assessment efforts.
- Assist in coordination of divisional efforts with STUDENT VOICE.
- Providing support to the Office of the Vice President for Student Development by fulfilling obligations to coordinate quarterly gatherings of students.
- Researching and developing new programming initiatives to foster greater student success.
- Under the direction of the Assistant Vice President, assist in the recruitment of students to the Student Development Graduate Assistantship program and the Masters Program in Higher Education in general.
- Assisting the Assistant Vice President with Graduate Student Development initiatives.
- Assist in the writing of the Divisional Annual Report and other assessment publications.
- Initiating other projects as determined during the assistantship.
- Other duties as assigned.

Preference: a doctoral student or candidate with proven and demonstrated competence in prior assessment and research and/or publication activities.

Qualifications:

- An appreciation for Jesuit Catholic education and tradition.
- Demonstrated leadership ability and a desire to work with graduate students and Student Development staff.
- Working knowledge, and passion for, college student development.
- Excellent written and verbal communication skills.
- Excellent listening skills and self-awareness.
- Strong organization skills and ability to independently manage multiple detail-oriented projects concurrently.
- Must be detail oriented.
- Skills in program planning and implementation, as well as public presentation.
- Previous experience in Student Development or Student Affairs a plus but not required.
- Professional commitment essential.
- Proficiency with Microsoft Office Suite and other common computer applications.