



**Student Activities & Greek Affairs
Graduate Assistant Selection
Division of Student Development**

Hiring Department: Office of Student Activities & Greek Affairs,
Division of Student Development

Position Title: Graduate Assistant, Registered Student Organizations

Position Time: Part-Time (20 hours – some late night and weekend hours), 10-Month (August-May)

Compensation: \$7200-7700, 10-month, plus tuition benefits

The Office of Student Activities & Greek Affairs recognizes and works with over 200 student organizations on campus. Registered Student Organizations (RSOs) are vital to the student experience at Loyola, where they serve to provide a myriad of opportunities and leadership positions for all students. To support this work, this graduate assistant will work hand in hand with the Coordinator, Registered Student Organizations, to help advise the RSOs and assist in their programming efforts, leadership development, and officer transitions.

Duties and Responsibilities of this position include, but are not limited to:

- Serve as the advisor for the Campus Activities Network Executive Board.
- Attend all CAN Board meetings and CAN general assembly meetings.
- Serve as a programming resource for all RSOs and help students plan and execute events and activities.
- Assist coordinator with RSO budget management.
- Serve on the New RSO Review Board, and conduct New Student Organization Orientations with the coordinator.
- Assist coordinator with Student Activity Fund funded events, and attend and support events as necessary.
- Plan, implement, and facilitate semester retreats and trainings for the CAN Executive Board.
- Monitor OrgSync usage, portals, and news feed, as well as assist students with questions.
- Plan and execute regular development workshops for RSOs and RSO members.
- Assist in management of financial paperwork and contracts.
- Assess programs and activities, and produce an End of the Year report.
- Conduct one-on-one meetings with RSO executive board members or leaders as needed.
- Support both Student Activities & Greek Affairs and the Department of Student Development events and efforts.
- Mandatory attendance and assistance at: Welcome Week, Spirit Week, Homecoming, Greek Week, President's Ball, Finals Breakfasts, Greek Banquet, Diversity Recognition Ceremony, Damen Awards, Senior Send Off; and attend Dean of Students Area meetings, SAGA staff meetings, and Student Development graduate assistant and staff meetings.
- Meet weekly with the Coordinator, Registered Student Organizations and Chief of Student Organizations (USGA student representative)
- Other duties as assigned.

Qualifications for this position, but are not limited to:

- Demonstrated leadership ability and a desire to work with college students.
- Must be detail oriented.
- Proficiency with word processing, Microsoft Excel, and other database computer programs.
- An appreciation of Jesuit education traditions.
- Skills in program planning, implementation, and evaluation.
- Previous experience in Student Affairs and/or Student Activities/Organizations a plus but not required.
- Must be enrolled in the Loyola University Chicago Master's of Higher Education program as a full-time student.

The Office of Student Activities and Greek Affairs encourages candidates to apply who identify as being from diverse backgrounds with regard to ethnicity, culture, gender, sexual orientation, faith tradition, physical ability, and experience. Unique identities and perspectives are valued in this office as well as throughout this university.