



### Graduate Assistant Position Description

<b>Position Title:</b>	Student Activities Assistant
<b>Classification:</b>	Graduate Assistant
<b>Department/Location:</b>	Center for Student Engagement
<b>Reports To:</b>	Student Activities Coordinator
<b>Positions and areas reporting to this position:</b>	Student Activities Organization and JFK Center student staff
<b>Appointment Period:</b>	9 months (mid-August to mid-May)

**I. General Responsibilities:** Under the general supervision of the Student Activities Coordinator, the Student Activities Assistant assists with coordinating campus activities, intramural sports, advising undergraduate students, promoting campus activities, and managing the student activities budget.

**II. Required Education, Training, and Experience:**

- A. Must possess a Bachelors degree
- B. Must be accepted/enrolled into a graduate (Masters) program through Saint Francis University
- C. Must maintain a 3.00 GPA and maintain satisfactory academic progress
- D. Must comply with all University and departmental employee policies and trainings
- E. Must possess and maintain professional oral, written, and electronic communications
- F. Must possess excellent time-management and organizational skills
- G. Must be proficient in desktop publishing and social media management
- H. Must provide professional customer service at all times
- I. Must be able to work independently and as part of a team

**III. Essential Duties:**

- A. Supervise events both on/off campus and both indoors/outdoors
- B. Responsible for setting up and tearing down event venues
- C. Purchasing supplies, food, and prizes for student events
- D. Managing the activities budget
- E. Coordinate intramural sports and referees
- F. Advise undergraduate students personally and professionally
- G. Speak at university programs such as Open House and SOAR events
- H. Assist student organizations with developing new programs on campus
- I. Must be able to work primarily evenings and weekends

**IV. Physical Requirements (for ADA purposes):**

- A. Must possess and maintain a valid US driver's license
- B. Must possess and maintain a good driving record
- C. Must have winter-weather driving experience
- D. Must be able to sit, stand, walk, and climb stairs for long periods of time
- E. Must be able to lift 40lbs and to move furniture and equipment

**V. Equipment/Machinery Used:**

- A. Automatic transmission vehicles including sedans, 7-passenger min-vans, or other standard vehicles as needed
- B. GPS device
- C. Communications and social media apps via personal cell phone
- D. Laptop computer and desktop publishing and web-based software
- E. printer/copier/scanner, office phone
- F. Digital projectors
- G. Audio equipment/DJ equipment

**VI. Effective: May 14, 2018**