



Student Activities & Leadership  
Division of Student Affairs

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## Graduate Assistant: Campus Engagement

### **About the Office of Student Activities & Leadership**

The Office of Student Activities & Leadership (SA&L) engages with the undergraduate and graduate student populations to develop opportunities for leadership growth through student organizations and campus traditions. The office works closely with other departments within Student Affairs (including Residence Life; Greek Life; Multicultural Affairs, International Student Services, Athletics, etc.) on several projects throughout the year. Graduate assistants in SA&L will have the opportunity to strengthen their organizational, and written communication skills, while enhancing their project management skills. We strive to provide opportunities for graduate assistants in discovering and incubating areas of personal interests.

### **Position Overview**

The Graduate Assistant, under the supervision of the Assistant Director for Campus Engagement, will assist in executing engaging marketing tools and creating events that exemplify Spartan pride. These events include: The Homecoming Parade, Homecoming interactive activities, Legacy Week. The Graduate Assistant will actively help co-advise the student organization, Class Officer Collective (COC), and will help with their major programs throughout the academic year, including Stress Less Week and Hudson Relay. Additionally, this individual will help with the management of the *Spartie Mascot Program*, and will help with the logistics of various collective Graduate Assistant projects.

### **Contract Dates**

August 3, 2020 - May 14, 2021 (with the opportunity to add an additional year based on performance).

### **Qualifications**

- All applicants must be enrolled as a part-time/full-time degree-seeking graduate student.
- All applicants must have obtained a bachelor's degree prior to the Fall 2020 academic semester to qualify for this position.
- Applicants must be available to work the complete term of the contract dates. If the academic graduate program conflicts with contract dates, please notify the selection committee in writing.



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## **Responsibilities**

### **Class Officer Collective**

*The Class Officer Collective (COC) is an organization dedicated to developing, maintaining, and celebrating a unique class identity within each respective class experience.*

- To serve as an advisor and mentor to assigned committees and executive board members. This includes working with the co-advisor to meet regularly with executive board members.
- Attend all executive board and general body meetings.
- Work with co-advisor to delineate evening and weekend program coverage.
- To assist in the execution of Class Officer Collective programs, including but not limited to COC Homecoming Tailgate, Stress Less Week, and Hudson Relay.

### **Student Activities & Leadership Programming**

- Assist in the planning and implementation of SA&L signature events including the Homecoming Parade and Legacy Week.

### **Spirit Committee (Reppin' the CWRU)**

- Assist in the campus-wide spirit and pride initiatives from the SA&L office.
- Help plan one program a semester.
- Attend bi-weekly committee meetings.

## **Graduate Assistant Collective Projects**

### **Spartie Mascot Program**

- Report to the Assistant Director for Campus Engagement
- Work collaboratively with the other SA&L graduate assistants to manage the mascot program, including but not limited to;
  - Recruit students to serve as Spartie (as needed).
  - Manage incoming mascot requests and ensure staffing at requested events.
  - Promote the mascot program to the CWRU campus community.

### **Spring Activities Fair**

- Report to the Assistant Director for Campus Programs
- Work collaboratively with the other SA&L graduate assistants to manage the outreach and coordination of the Spring Activities Fair.
- Be available for day of needs and logistics.

Other duties as assigned.



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### **Preferred Skills**

- Knowledge of leading group projects, as well as, advising students.
- Knowledge of Microsoft Suites and social media management.
- Candidates should demonstrate the ability to think creatively and have a passion for student development.

### **Compensation and Benefits**

- \$14.50/hour (approximately \$12,180/10 month contract)
- On campus parking pass
- Not to exceed 20 hours per week which may include weekends and/or evening hours
- Library access through OHIOlink; access to Veale Athletic Center and the Wyatt
- Professional development opportunities (practicums, department events, workshops, etc.)