



Student Activities & Leadership  
Division of Student Affairs

11038 Bellflower Road  
Cleveland, Ohio 44106-7103

Phone 216.368.2679  
Fax 216.368.0839

[studentactivities@case.edu](mailto:studentactivities@case.edu)  
[students.case.edu/activities](https://students.case.edu/activities)

# 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 for Campus Engagement, under the supervision of the Assistant Director of Engagement, will assist in executing engaging marketing tools and creating events that exemplify *Spartan pride and school spirit*. These events include: The Homecoming 5K Run/Fundraiser, Legacy Week and the University Spirit Committee. The Graduate Assistant for Campus Engagement will actively *help co-advise* the student organization, *Class Officer Collective (COC)*, and will help with their major programs throughout the academic year, including examples such as Snowball and Hudson Relays.

## Contract Dates

August 7, 2023 - May 9, 2024 (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 2023 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.*

- 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.
- Assist in the execution of Class Officer Collective programs, including but not limited to Snowball and Hudson Relays.

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

- Assist in the planning and implementation of SA&L signature events including the Homecoming (fall semester) and Legacy Week (spring semester). This may include sitting on event committees.

### **University Spirit Committee**

- 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**

### **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.

### **Campus Traditions**

- Assist with campus tradition events, such as Homecoming, Hudson Relays, and Senior Week

Other duties as assigned.

## **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.



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### **Compensation and Benefits**

- \$15/hour (approximately \$11,400/9 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.)