Position: Graduate Assistant, Campus Activities

Graduate Assistants (GA's) in the Student Activities Office serve as professional team members within a highly dynamic and collaborative environment. GA's assist with the development and integration of community-building activities that contribute to student identity and leadership development, while promoting equitable and inclusive environments. In return, GA's can expect to further develop their interpersonal communication, problem solving, and critical thinking skills through hands-on professional experience.

Duty/Responsibility No:	1	**Campus Attractions – Student Advisement**
Percent of Time:	80%	

- Directly advise, train, and mentor the Campus Attractions Coordinators (positions subject to change)
- Provide assistance, advice, and monitor student committee functionalities
- Schedule bi-monthly/weekly meetings with applicable coordinators (designated members of the Campus Attractions staff)
- Assist in the negotiation of contracts
- Oversee marketing of programs, public relations, and audience development
- Design assessment instruments and collect and present correlating data
- Assist with planning and executing of three civic engagement programs in collaboration with the Graduate Assistant for FSL and Civic Engagement
- Meet with the Graduate Assistant for FSL and Civic Engagement a minimum of twice a month
- Participate in Executive Committee meetings
- Assist with coverage of CA events
- Assist with training of CA staff
- Assist with development and maintenance of program budgets
- Full attendance of CA retreats
- Gather and Prepare Campus Attractions Annual Report

Duty/Responsibility No:	2	**Campus Programming Advisement**
Percent of Time:	10%	

- Assist with collective annual Homecoming initiatives, including coordinating the Homecoming Parade

Duty/Responsibility No:	3	**Personal and professional development**
Percent of Time:	10%	

- Assist in budget development and presentation process for related programs.
- Develop and present workshops on related topics.
- Participate in professional development opportunities.
- Participate as an active member of the Student Activities team.
- Other duties as assigned.

Duty/Responsibility No:	4	**Statement of duty/responsibility**
Percent of Time:	100%	Provide excellent customer service and work effectively in a team environment.

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

- Provide prompt, courteous and efficient excellent customer service to all visitors, students, faculty and staff.
- Establish and maintain strong, supportive and positive working relationships with co-workers and customers.
- Maintain a high level of morale within the department and present self as a positive role model.
- Maintain confidentiality with all visitors, students, faculty, and staff.

SPECIFIC SKILLS OR EQUIPMENT REQUIRED	**Minimum Qualifications:** Graduate Assistant must be admitted to a graduate program at NDSU and maintain a minimum of 6 credit hours and a 3.0 grade point average for duration of appointment. Other qualifications: 1) bachelor's degree; 2) strong oral and written communication skills; 3) a high degree of initiative and the ability to carry out tasks to completion in a multi-tasking environment; 4) the ability to work with a diverse group of people. **Preferred Qualifications:** Demonstrated experience in event planning, program promotion, marketing, and workshop presentation is desired.
Additional Information	**Terms of Employment:** Employment requires an average of twenty hours per week with appointment for August 9, 2021 through May 6, 2022. **Compensation:** $12,000 and an NDSU tuition waiver **For more information about Graduate Assistantships visit the following website:** https://www.ndsu.edu/studentactivities/ **Application Materials:** Cover letter, resume and names, addresses and phone numbers of three professional references. **Submit application materials to: Nancy.Mueller@ndsu.edu or call 701-231-6519** Application review begins March 26, 2021