

Updated September 2014

Title: Graduate Assistantship, Office of Student Life and Conduct

Hours: 20 hours/week (January – April/May 2015)

Remuneration: Stipend of $4,500 for a 5 month appointment ($3,600 for 4 months)   
Tuition waiver, which covers up to 9 in-state graduate credit hours for Winter 2015

Parking provided at GRCC

Reports to: Director of Student Life and Conduct

**MAJOR RESPONSIBILITIES:**

Typical areas of responsibilities may include, but are not limited to, the following:

1. (65%) Serve as the advisor for the Campus Activities Board (CAB). Recruit, train, supervise, and support members of this group in developing a campus wide offering of events and activities that promote student involvement and engagement. This includes oversight of annual events including, but not limited to, Welcome Week/Club Days, blood drives, and StressBuster/Finals Relaxer.
2. (5%) Coordinate and manage the oversight of the GRCC Food Bank.
3. (5%) Coordinate and manage the oversight of the GoSeeGR! Program
4. (5%) Assist with Student Life services including duties related to opening, closing and managing the office as needed.
5. (5%) Attend Student Life staff meetings and other campus wide meetings relevant to the position as scheduling permits.
6. (5%) Assist with management of and training students to utilize OrgSync as a method of communicating club/org information, as well as college opportunities to students, while also maintaining oversight of the CAB portal.
7. (5%) Maintain regular postings regarding Student Life (or campus wide) messaging on Facebook, Twitter and through mtvU campus ads.
8. (5%) Assist with the coordination of student awareness campaigns and programs (e.g. drugs and alcohol, sexual misconduct, degree completion).
9. Other duties as assigned or as designed based on interest of individual graduate student.

**REQUIREMENTS:**

* Full time enrollment in the Master of Education, College Student Affairs Leadership Program through the College of Education.
* Possess the personality and enthusiasm to work with students, college staff and general public.
* Proficient in software applications including PeopleSoft, Microsoft Office (MS Word, Excel, Publisher, Power Point), GroupWise.
* Excellent organizational and problem solving abilities.
* Proven initiative, ability to follow through, and effectively able to manage multiple projects in a timely manner.
* Possess excellent proofreading and editing skills.
* Must be proficient in verbal, written and interpersonal communication skills.
* Ability to work effectively with diverse groups and individuals.
* Excellent public relations and customer service skills.
* Project a professional image including punctuality and good attendance record.
* Flexible hours including evenings and weekends.

**METHOD OF APPLICATION**

To apply for this position, please submit a cover letter and resume to Sara Dorer at [sdorer@grcc.edu](mailto:sdorer@grcc.edu) . This posting will remain **open until November 14, 2014**. Individuals with diverse backgrounds are encouraged to apply. Grand Rapids Community College is an Equal Opportunity Employer.

**Contact:** For additional information please contact Sara Dorer at sdorer@grcc.edu

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