

WILLIAM WOODS UNIVERSITY
JOB DESCRIPTION

JOB TITLE: Graduate Assistant, Student Engagement
DEPARTMENT: Student Life
REPORTS TO: Director of Greek Life and Student Involvement

GENERAL DESCRIPTION

The Office of Student Life is committed to a philosophy of student learning. The primary function of the Graduate Assistant, Student Engagement is to assist students in maximizing their opportunities for learning and to support an environment conducive to learning. S/he must be a dynamic individual who is willing and able to reach out to others. The Graduate Assistant (GA) must be capable of positively responding to a wide variety of situations. S/he must strive to challenge students in the areas of Greek leadership, student involvement, and realizing their full potential. The GA must be committed to the concept of community development and student learning to enhance the out-of-classroom learning experience for all students. The GA must develop credible, working relationships with a diverse set of stakeholders: Student Life staff, chapter advisors, and headquarters staff. The GA must be able to take initiative for programming and decision-making responsibilities. The GA will also participate in some on-call duty rotation with the Office of Residential Life.

SPECIFIC RESPONSIBILITIES

Major responsibilities include, but are not limited to the following:

Greek Life

1. Co-Advise the Panhellenic and Interfraternity Councils.
2. Co-Advise Fraternity and Sorority Fall Recruitment and assist chapters with the Continuous Opening Bidding process.
 - a. Advise the January Recruitment process
3. Oversee the New Member Education program for new members.
4. Recruit, supervise and train sorority recruitment counselors.
5. Work with the Office of Faith, Health, and Counseling Services in executing social-justice and risk management education.
6. Coordinate annual Greek Awards process.
7. Maintain Greek Life portion of the Student Life website and distribute quarterly newsletter.
8. Evaluate and assess the current programs and needs of the Greek Community.
9. Attend regular meetings with Director of Greek Life and Student Involvement to discuss current student events and issues.

Student Involvement

1. Advise the Campus Activities Board.
2. Develop recruitment and marketing material for Registered Student Organizations (RSOs).
3. Maintain Student Involvement portion of the Student Life website and distribute a quarterly newsletter of RSO happenings.
4. Execute Student Activities Fair.
5. Maintain the RSO registration process.

Leadership

1. Assist in planning and implementation of the Leadership Development Program.
2. Research current issues, literature, and resources in leadership education.
3. Assist student leaders on student-led leadership training for new or up and coming student leaders.
4. Oversee leadership development marketing.

5. Work with Student Life staff on the execution of William Woods Leadership Day.

Other duties may include, but are not limited to:

1. Oversee student conduct by advising the Campus Standards Board in collaboration with the Director of Residential Life and Campus Safety and the Dean of Student Life.
2. Participate in some on-call duty rotation with the Office of Residential Life
3. Work with Greek chapters and RSO's and University Relations on promoting activities to the Fulton and surrounding communities.
4. Work a minimum of 20 hours per week with night and weekend hours as required beyond the on-call responsibilities.
5. Other duties as assigned by the Office of Student Life.
6. Duties subject to change based on skills of applicant and needs of Office of Student Life.

REQUIREMENTS:

- Understanding of Greek Life and Student Leadership.
- Genuine interest in and willingness to work with students; understanding of student attitudes, concerns and problems.
- Ability to exercise basic human relations skills in directing and motivating student leaders and dealing with varied constituencies on and off campus.
- Strong organizational and computer skills .

PREFERENCES:

- Completion of Bachelors Degree
- Concurrent enrollment in a graduate program at WWU or at a nearby university
- Affiliation in (inter)National Fraternity or Sorority

COMPENSATION:

- This is a 10-month position beginning August 1 and ending May 31; however, arrangements may be made to remain over breaks. Housing assignments may change during the summer months. Check-in and check-out of housing should be arranged with the Office of Student Life. Pets are not allowed, with the exception of fish (maximum tank size 10 gallons).
- Stipend (paid monthly over 10 months).
- Furnished apartment
- Board, staff only (reported to IRS) (meals only offered when Tucker is open for traditional students)
- Tuition remission for graduate classes at William Woods University for up to 9 credit hours for Fall and Spring semester and up to 6 credits for summer.
- Graduate Assistant may not hold a full-time job. Other part-time employment in or outside the University must receive prior approval from the Director of Greek Life and Student Involvement.
- Professional development funds may be available

ESSENTIAL JOB FUNCTIONS

- Ability to climb several flights of stairs several times each day
- Ability to crouch, kneel, bend or stand for long periods
- Ability to work outdoors in inclement weather
- Ability to speak and read English fluently
- Ability to use a computer keyboard
- Effective mobility skills required to move about freely and quickly in office and on campus

APPLICATION PROCESS

Please send cover letter, a completed application (found online www.williamwoods.edu/Attachments/WWUApplicationForm1.doc) and resume with a minimum of three references to Director of Human Resources, Ref: Graduate Assistant for Greek Life and Student Involvement, William Woods University, One University Avenue, Fulton, MO 65251. Applications will be reviewed on an ongoing basis until the position is filled.

William Woods University is an Equal Opportunity Employer