



University of Central Arkansas - Student Life Graduate Assistant Job Description

The Mission of the Office of Student Life is to promote student involvement and growth by providing purposeful student-focused programs, services, and learning opportunities.

This position will provide practical, administrative, and developmental experiences. Emphasis will be in the areas of student organizations, Fraternity and sorority life and, campus events. As a member of the Student Life team, the Graduate Assistant will report directly to the Assistant Director of Student Life. The Student Life Graduate Assistant will work approximately 20 hours per week.

Qualifications/ Knowledge, Skills & Abilities

Education/experience

- Must be enrolled in one of the UCA graduate programs for the 2017-2018 academic year (with preference given to students in the College Student Personnel Services & Administration Program).
- Demonstrated leadership experience within a student organization or volunteer organization.
- Knowledge of NIC, NPHC, NPC, and NALFO umbrella organizations is preferred.
- Working knowledge of Orgsync or Collegiate Link is preferred.
- Experience and/or interest working with college students in an advising capacity.
- Demonstrated facilitation or event planning experience is preferred.

Communication and other skills

- Highly motivated, enthusiastic and outgoing.
- Excellent oral and written communication skills.
- Excellent decision-making and time management skills.
- Outstanding interpersonal skills and ability to build relationships.
- Competence in technology: Proficiency in MS Office, G-Suite, and current forms of Social Media.

Assistantship Responsibilities

- Support and assist in the coordination of IFC and NPC formal and informal recruitment programs.
- Coordinate Orgsync community management and Recognized Student Organization (RSO) registration process.
- Assist with general Office of Student Life duties and responsibilities
- Develop promotional and educational materials for the department and/or student organizations.
- Support the development, logistics, and implementation of Student Life large-scale events.
- Design and implement assessment tools for organization members and events.
- Co-advise the All Greek Council and Order of Omega.
- Assist the Associate Dean of Student Life, Assistant Directors of Student Life, Coordinator of Student Organizations, and Office Manager with the completion of special tasks and/or projects.
- Perform other duties as assigned and assume additional responsibilities within the scope of the position as required.

Classification/ Hour

Ten-month academic contract, which can be renewed for an additional year based on performance. This assistantship is a part-time (20 hours per week) position, with the understanding that some weeks require more hours than others. Some hours will be spent in the office, while others are spent at events during nights and weekends.

Length of Assistantship

Aug 1, 2017 – May 31, 2018 (dates are negotiable).

Compensation

\$10,000 stipend per academic year. Additional professional development opportunities and/or funds for regional/national conferences may available upon request.

Supervision

The individual selected for this position will report to the Associate Dean of Student Life and Assistant Director of Student Life. Some activities will require direct supervision, while others will require independent work with little supervision. The Graduate Assistant is responsible for weekly meetings and/or reports to both supervisors about their progress.

Application Deadline

Application Deadline is April 24, 2017. Apply by sending a cover letter, resume, and 3 references, including names, addresses, and telephone numbers to Wendy Holbrook, Associate Dean Student Life.

To inquire about or apply for this position please contact:

Wendy Holbrook

Phone: 501-450-3137

Fax: 501-450-5874

Email: wendyh@uca.edu