Title: Student Affairs Graduate Assistant  
Academic Year: 2016-2017  
Department: Student Affairs  
Reports To: Kristin Staine, Assistant Director of Student Activities // Dustin Martin, Assistant Director of Residence Life

The Student Affairs Graduate Assistant is a part-time position dedicated to student engagement from a holistic perspective while supporting the career-focused mission of the institution and the overall goal of increasing retention and graduation rates. The role of the Graduate Assistant is to work closely with professional staff and students to identify, develop, present, and review a variety of social, cultural, recreational, and educational programs. This is a live-in position, with responsibilities as a Graduate Level Resident Director as well. The Graduate Assistant will work with other members of the Student Affairs team to offer support services, facilitate student success, foster a campus community, and develop ethically and socially-aware citizens. Responsibilities include:

Functional Area:

- Serve as the primary programmer to the Campus Activities Board (CAB), a programming board that is led mainly by the graduate assistant and any student volunteers. Plan and facilitate a variety of social and educational campus-wide events, based on student interest and department-wide initiatives, with the goal of increasing students’ involvement on campus.
- Provide monthly wellness programming, either passive or active, targeting areas such as sexual health and wellness, gender issues, nutrition, multicultural awareness, and alcohol and substance use. This includes all major awareness weeks as specified by the Department of Student Affairs including Alcohol Awareness Week, Campus Safety Week, Black History Month, Enough is Enough, and more.
- Collaborate with and support other members of the Student Affairs team in their programming efforts.
- Regularly assess all sponsored initiatives through the development of learning outcomes and program evaluations.
- Actively communicate about all events sponsored by the Student Affairs team through various methods, including social media, the BSC Common Calendar, the College’s website, flyers, and bulletin boards.
- Serve as the primary contact for the New Student Organization Registration Process.
- Create and establish content for the Bay State Beat, a bi-weekly newsletter.
- Perform all other tasks and duties as assigned by the Assistant Director of Student Activities and the Assistant Director of Residence Life.

Live-In Responsibilities:

- Follow all guidelines stated in the Resident Assistant Contract to be distributed at a later date.
- Participate in the nightly duty rotation with the Resident Assistants in your assigned building.
- Participate in the professional-on-call rotation, providing primary after-hours response to all residents on campus with the Assistant Director of Student Activities, Assistant Director of Residence Life and the Residence Director.
- Collaborate with facilities, campus technology solutions, and Student Affairs support staff to ensure student safety and well-being during evening hours
- Collaborate with outside vendors, such as, Allied Barton to ensure student safety and well-being during evening hours

Time Commitment:
- This is a twelve-month position. The hours are flexible, but typically involve evening and weekend commitments.
- This position requires a total of eighteen (18) office hours per week in the Department of Student Affairs’ Office. Office hours should be utilized to accomplish tasks relating to the functional area. However, there will be times when duties relating to this functional area will stray outside of scheduled office hours. Time should be scheduled in advanced for these instances.
- At times, this position will require participation in college-wide functions, such as Open Houses, Accepted Students’ Days and Orientation. Additionally, you may need to attend any department-sponsored events that require supervision.
- The expectation is that you will not spend more than one weekend per month away from campus.
- The expectation is that you will check your BSC-issued email address daily and respond to emails within 24 hours, even when not scheduled to be in the office. Additionally, your BSC-issued cell phone should be carried at all times when on-call, and all phone messages should be returned immediately.
- Anticipated Start Date and End Date: July 1, 2016 through June 30, 2017

Qualifications:
- Bachelor’s degree and enrollment in a Master’s degree program in Higher Education Administration, College Student Development & Counseling or another related field required.

Compensation:
- Annual stipend, single room, meal plan (when the dining hall is open), wireless internet, basic cable television, utilities, and a cell phone for on-call responsibilities.

Interested candidates, please send a resume and cover letter to:

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