Job Description: Graduate Assistant serves the Office of Student Engagement and Leadership in a number of ways. The position will receive direct one-on-one advising experience, research and benchmarking experience and programmatic development. The position is a flexible 15 hours a week, being mindful of night and weekend commitments. This position will work hand-in-hand with a Graduate Intern, student workers, student volunteers and other professional office staff.

Programming
The Student Engagement and Leadership Graduate Assistant will help with specific day-to-day tasks of the newly formed Office of Student Engagement and Leadership. As this is the inaugural year of Student Engagement and Leadership, duties may evolve due to needs and shifting priorities.

Tasks could include, but are not limited to:
- Advising of Emerson Mane Events, the college’s student activities board
- Advising of Fraternity and Sorority Life Council, the college’s governing Fraternity/Sorority Life body
- Assist with Fraternity and Sorority Life leadership training of potential new members & new member educators
- Oversight of Emerson Leadership Academy and Social Justice Academy, day long leadership conferences
- Oversight of Strengths Seminar, a month long training opportunity using StrengthsQuest
- Assist with the annual Emerson Recognition & Achievement Awards, the college’s end of the year awards banquet
- Student Organization Reactivation Workshops
- Student Organizational Support Services
- Campus Center operations

Office Management
- Help create intentional branding and marketing to promote the office and its features
- Assist student organizations with day to day tasks
- Assist with budget management

Learning Outcomes
Advising
Work effectively with a diverse population to formulate both specific project goals and broad organization goals. Understand and utilize the skill set of group members to accomplish group goals. Identify and monitor potential

Communication & Collaboration
Work with a diverse student population which engages in learning differently
Understand the importance of and work to develop professional relationships with constituents, staff, faculty, peers, etc.

Problem Solving & Critical Thinking
Use discretion when dealing with liability, suitability or matters of confidentiality
Diagnose problems, generate and choose between multiple solutions, and evaluate outcome
Gather and analyze information in order to formulate personal opinions on issues and problems

Self-Management & Appraisal
Prioritize commitments and employ time management skills to maintain balance between academic work, extra-curricular activities, personal time, etc
Articulate personal skills, abilities, and areas for growth
Reflect upon and provide analysis of personal development and learning

To apply – please email the Director of Student Engagement and Leadership, Jason Meier, at jason.meier@emerson.edu with a copy of your resume and cover letter of intent.

Compensation is $15 an hour for 15 hours a week.