Title: Graduate Assistant  
Academic Year: 2018-2019  
Department: Department of Student Affairs  
Reports To: Dustin Martin, Assistant Director of Residence Life & Student Success  
Reports To: Kristin Staine, Assistant Director of Student Involvement & Leadership

The Graduate Assistant for the Department of Student Affairs is a part-time position dedicated to student retention and 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. 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 advisor for a student organization that is led by the Department of Student Affairs.
- 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.
- Plan and organization monthly academic workshops to focus on student retention.
- Provide monthly wellness programming, either passive or active, targeting areas such as sexual health and wellness, nutrition, multicultural awareness, and alcohol and substance use.
- Collaborate with and support other members of the Student Affairs team when needed.
- Regularly assess all sponsored initiatives through the development of learning outcomes and program evaluations.
- Assist with conduct for low level policy violations.
- 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.
- Perform all other tasks and duties as assigned by the Assistant Director of Residence Life/Student Success.

**Live-In Responsibilities:**

- Participate in the administrator-on-call rotation, providing primary after-hours response to all residents on campus with the Assistant Director of Student Involvement & Leadership, Assistant Director of Residence Life and the other Graduate Assistant.
- 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, live-in 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.

**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/private room, meal plan (when the dining hall is open), wireless internet, basic cable television, utilities, and a cell phone for on-call responsibilities.
- Annual stipend of $8,000.00 will be paid out bi-weekly throughout the term of contract.