Overview of the Department

The Office of Student Programs & Engagement (SP&E) enriches the Bentley student experience through programs and resources that promote student and community development. We facilitate student skill advancement, sense of self, leadership capacity, social connections and pride. Our motto - explore, engage, empower - is reflected in our dynamic programming, diverse student organizations, transformational leadership opportunities and innovative Student Center.

SP&E is comprised of six professional staff, one administrative assistant, and one graduate assistant. The team works collaboratively, both internally and with other departments within the Division of Student Affairs, to achieve its mission and learning outcomes for students.

Objectives of the Position

The purpose of this position is to support student leader and student organization success at Bentley University and to provide a meaningful preparatory experience for a student enrolled in a higher education/student affairs Master’s program. These goals are accomplished through hands-on programming, advising, and supervising experiences, a supportive and learning-focused supervisory relationship, and opportunities to work alongside a team of full-time student affairs professionals. Opportunities to apply classroom learning, explore other functional areas, and network within Bentley’s student affairs community are intentionally integrated into this experience.

Description of Duties

Under the supervision of the Assistant Director of Student Programs & Engagement, the Graduate Assistant for Student Organizations provides critical support to Bentley’s community of over 100 student organizations through program planning and implementation, direct advisement of select student organizations, co-supervision of the departmental marketing team, and other initiatives that promote student leader success.

Programming

- Manage departmental programming aimed at supporting student organization leader skill development, including coordination and assessment of the Org Success Workshop series.
- Coordinate the Orgs @ Bentley Challenge competition program each semester, monthly Org of the Month recognition program, and annual student organization celebration event – programs events devoted to recognizing and encouraging achievements within the student organization community.
Plan and implement programming in the Bentley Bubble – Bentley’s home for student organizations – to encourage organization use of and connection to the space.

Support large-scale departmental programs that promote student organization success; coordinate program logistics (registration, reservations, contracts, catering, facilities, and budgets) for biannual activities fairs, Fall Org Success Seminars, and the annual spring Falcon Awards.

**Advising**

- Serve as an SP&E Cluster Advisor to an assigned cluster (group of similar organizations) of student organizations. Cluster Advisors are responsible for communicating student organization policy, connecting with respective faculty/staff advisors, completing travel and liability processes for off-campus and risk events, processing contracts for organization programs, facilitating student leadership development, and promoting a strong connection between the organization members and the department for their assigned Cluster.
- Provide direct support to Inactive Organizations by making connections with student leaders, advising inactive groups on strategies for organizational improvement, and administering organizational policies.

**Supervising**

- Co-supervise (15) student employees who serve as members of the HYPE Team, the student marketing team for Student Programs & Engagement, with a focus on student organization engagement and marketing.
- Directly supervise a specific number of staff members or teams/functions within HYPE, depending on the graduate assistant’s interests and departmental needs.
- Assist in planning and leading HYPE retreats, staff meetings, and one-on-one meetings with students.
- Coordinate recruiting, hiring, and onboarding processes for new members of the HYPE Team.

**Departmental Support**

- Assist in the management and enforcement of student organization policies, record-keeping for student organization membership data, and assessment of departmental learning outcome and strategy achievement.
- Participate in weekly one-on-one meetings with the Assistant Director and weekly SP&E staff meetings.
• Serve as an active and contributing member of the department. This includes staffing select major departmental and divisional programs such as Orientation/First Week events, Back2Bentley concert, Halloween concert, Spring Day and the senior Commencement Ball, as schedule allows and in consultation with the Assistant Director.
• Other duties as assigned by the Assistant Director.

Qualifications
Successful candidates must be enrolled in a two-year Master’s program in higher education/student affairs administration or related field during time of employment and should have a passion for programming, advising, and student development.

Hours
This is a twenty hour per week, nine month position, running from mid-August to mid-May. Start/end dates for the Fall 2018 semester will be August 13-December 14, 2018; start/end dates for the Spring 2019 semester will be January 7-May 10, 2019. Start/end dates are flexible based on the Graduate Assistant’s schedule and needs of the department. Successful candidates will have the opportunity for renewal for a second year (a two-year commitment is preferred). Some evening and weekend work is required as schedule allows and in consultation with the Assistant Director.

Compensation
Compensation includes a stipend of $10,000 per academic paid at an hourly rate of $13.89; in addition to free campus parking and 10 meal swipes per academic year. The Graduate Assistant will also have the opportunity to participate in a variety of monthly on-campus professional development opportunities offered by the Division of Student Affairs. There are also opportunities for departmental financial support for conference attendance.

Location
Bentley University is located about 10 miles from the Northeastern University campus in Waltham, MA. Waltham is on the Fitchburg Commuter Rail Line, and campus is accessible by local bus. The Graduate Assistant would have access to the Bentley Harvard Shuttle, which runs regularly between campus and the Harvard Square stop on the T’s Red Line.

To apply, please email resume and cover letter to Roatha Kong, Assistant Director of Student Programs & Engagement at rkong@bentley.edu