

Wellesley College

Position Graduate Assistant; Student Involvement

Hours: Part Time; 15-20 Hours per week

Pay Rate: \$15.00 per hour

Application: https://wellesley.wd1.myworkdayjobs.com/en-US/wellesley-staff/job/Wellesley-College/Graduate-Assistant_R0000960

Contact: Jessica Grady; Director of Student Involvement; Jessica.Grady@Wellesley.edu

Position Description:

Programming:

- Directly oversee the programming sponsored by Student Involvement.
- Support annual campus wide programs throughout the academic year (Lake Day, Duck Day, Hoop Rolling).
- Support and facilitate trainings in collaboration with college government for student organizations as necessary.

Advisement

- Co-Advise programming board (SBOG) and support programming efforts by the organization.
- Co-Advise campus wide radio station and support programming efforts by the organization.
- Advise yearbook (Legenda) on the creation and distribution of Wellesley College

Yearbook.

- Advise student organizations on programming planning and logistics for events and programs.

Scheduling:

- Support student organizations through 25Live scheduling and resource assignments.
- Attend 10 Day calendar meetings to review student organization events as needed.

Supervision:

- Supervise 3 student workers on office programming as well as promotion of student organization events.

Social Media/Online platforms

- Oversee Student Involvement's Facebook page and other social media channels.
- Oversee Student Involvement email for general inquiries.
- Oversee promotional campaign of WEngage and provide logistical support for student organizations.