Position Title: Graduate Assistant  
Department: Office of Student Engagement  
Reports to: Steve Rossi, Director of Student Engagement  
Position Dates: August - May (start/end dates are flexible)

About the Department:
The Office of Student Engagement (OSE) supports learning outside of the classroom through campus organizations, clubs and events that enrich the college experience. There’s something for everyone, and participation is more than a way to pass the time. Being part of a campus activity encourages teamwork, enhances communication skills, develops leadership abilities and reduces stress, while providing opportunities to meet people and make new friends. Among the activities and events that we offer are the following: More than 30 student-run clubs and organizations, Student Union Government Association, Middlesex Activity Crew (student programming board), Leadership Development, Community and civic engagement, First-Year Experience, and Multicultural programming

Position Information:
A graduate assistant in the Center will work approximately 10-20 hours per week as directed by their program and center needs. These hours include event staffing, meetings, and office hours. Ideal candidates for this position should have an interest and passion in working closely with college students, experience and understanding in event programming and planning, and the ability to work both with a team and individually.

Job Responsibilities for the Graduate Assistant will include:
- Serve as a co-advisor to the Middlesex Activities Crew (MAC) programming board
- Coordinate and facilitate our Navigators program, a non-credit leadership program for MCC students focusing on leadership fundamentals and community service. (with assistance from Director)
- Assist the Student Activities staff with coordinating cultural, recreational, and social programming for all students on campus.
- Assist with projects or opportunities based on graduate assistant’s area of interest and curriculum requirements.
- Work with the Director to plan and coordinate departmental programming
- Enhance and develop Department’s social media presence
- Attend department meetings
- Other duties as assigned

Position Requirements:
- Must be a full-time graduate student in good standing in an accredited graduate program, preferably focusing on higher education administration.
- A strong knowledge and/or experience with student organizations, student leadership, and event programming.
- Competent communication and interpersonal skills
- Ability to work both with a team and individually.
Time Commitment:
Part-time, 10-15 hours/week. This is a 10-month position beginning August and concluding in May.

Compensation:
$12.50 per hour (paid bi-weekly) for the full academic year and campus parking access. Possible conference opportunities for professional development.

Interested or Have Questions?
Email Steve Rossi (rossis@middlesex.mass.edu), Director of Student Engagement, a cover letter and resume. For questions, email Steve or call (781) 280 3789.