



## GRADUATE ASSISTANT POSITION DESCRIPTION

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| <b>Job Title:</b>     | Graduate Assistant   |
| <b>Departments:</b>   | Career Development, Campus Ministry, Service-Learning & Civic Engagement |
| <b>Reports To:</b>    | Lenore Kowalski, Jesse Cox, and Colleen McLellan (4-month rotation)      |
| <b>Shift/Hours:</b>   | 20 hours per week  |
| <b>Date Prepared:</b> | 04/06/20   |

### SUMMARY

The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA will rotate time (4 months each) between 3 areas and report to the respective supervisor during each assignment. A schedule will be mutually arranged by the GA and the Supervisors to ensure the hour requirement is met. The GA must register for a minimum of 6 semester hours (minimum of 9 semester hours is required for international GA's) during each Fall and Winter semester. The GA may register for additional credits up to a maximum of 24 semester hours per academic year. The GA must maintain good standing academically (3.0 or higher GPA each semester) and adhere to the University Code of Conduct to maintain their position.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain a 3.0 (or higher) GPA each semester for which the student is given the GA award. GA must be in good academic and personal standing.
2. Assistance developing new programs, such as student voting initiatives and Community Partner Networking and Recognition events.
3. Create and post flyers, posters, bulletin boards, material for the digital board, creation and positioning of sandwich board and other signage on campus where appropriate as support for passive programming. This includes creation of prayer cards, thank you notes, etc.
4. Take minutes during Civic Engagement Advisory group.
5. Assist with research of new community partners as part of due diligence for service projects
6. Assist with research material to support grant writing for each office
7. Data entry as needed for assessment, and whenever appropriate, assist with Presence co-curricular software.
8. Participate in weekly staff meeting for the coordination of upcoming events.
9. Assistance recruiting volunteers to increase attendance to co-curricular events through participation in some classes as student guest speaker.
10. Act as representative for supervisors in appropriate events whenever there is a scheduling conflict that would not allow them to attend.
11. Set up/tear down for various events:
  - Coffeehouse conversations
  - Prayer services such as Lent, Busy Person's Retreat, Advent, etc.
  - Training sessions such as College Positive Volunteering, Ford Community Corps, academic service-learning, etc.
  - Day of the Dead Altar
  - Stations of the Cross
12. Mission and Heritage Week:
  - Franciscan Symposium: Assistance with promotion, staff registration table, provide directions and information to guests, setting up/tearing down.

- Pet Blessing: Set up/tear down, participate and assist in the ceremony as needed, assist as a liaison from CM/SLCE with the priest.
- Update self-guided pilgrimage booklet
- Rosary Rally: Confirm tables/chairs and microphone are reserved for the rally
- Franciscan Day of Service:
  - Confirmation with team leaders
  - Assist with team leader training and updates
  - Assist with gathering at least three quotes for (a) supplies, (b) transportation, and (c) gifts for community partners and team leaders
  - Assist with sorting and organizing supplies
  - Staff the registration table and coordinate seven volunteers at the table.
  - Assist with coordination of transportation of volunteers
  - Participate as team leader in one of the 6 sites
  - Follow-up with students that had incomplete assumption of risk forms for the day

13. MLK Celebration and Week of Service:

- Assist with promotion of kick-off event and service projects (flyer creation and posting, posters, guest speaker at specific courses, material for the digital board, etc.)
- Act as greeter during Kick-off event
- MLK Interfaith Service: Chapel set up/tear down
- Participate as team leader as needed for the service projects
- Sort and organize supplies for service projects

14. Special events sponsored by the Career Development office

- Student Employment Fair
- Fall Major Fest
- Professional Etiquette Reception
- Business Conference
- Handshake (career management platform) student activation and promotional events

15. Employer recruiting table set up and management

16. Updating and creating display cases outside of office

17. Student employment document in-take assistance

18. Classroom presentations (special training provided)

19. Resume reviews (special training provided)

20. Mock-interviewing (special training provided)

Other duties as assigned

### **QUALIFICATIONS**

The GA must be fully admitted to a Graduate degree program at Madonna University. The GA must maintain a 3.0 (or higher) GPA each semester for which the student has been given the GA award. Professionalism, work ethic, attention to detail and excellent organizational skills. Excellent interpersonal, oral and written communication skills. Ability to self-initiate, work both independently and collaboratively. Ability to prioritize multiple projects simultaneously and successfully meet deadlines. Ability to work with diverse communities.

### **EDUCATION AND EXPERIENCE**

Bachelor degree from a regionally accredited institution. The cumulative GPA must be 3.0 or higher (4.0) scale. Combination of education and practical experience related to the position is preferred.

### **MADONNA UNIVERSITY**

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must

be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.