



GRADUATE ASSISTANT JOB DESCRIPTION

Job Title: Graduate Assistant
Department: Office of Student Affairs and Mission Integration
Shift/Hours: 20 hours per week
Date Prepared: August 20, 2020

SUMMARY

The Student Affairs GA assists the Student Affairs Central Staff with actively promoting student programming, reporting, editing routine and special publications, and completing day-to-day operations. Responsibilities also include, creating and developing content for social media, email, and print materials and assessing the effectiveness of communications and publications to students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Actively promoting all university-sponsored student programs to increase student engagement through programming software (Presence), social media posts, and word-of-mouth
2. Increasing student participation in campus activities (on-ground or virtually)
3. Being familiar with and promoting programs and services sponsored by the following areas to the general student body: Campus Ministry, Career Development, Center for Personalized Instruction, TRIO program, Counseling and Disability Resources, Diversity and Inclusion, Mosaic Leadership Academy, Public Safety, Residence Life, Service Learning and Civic Engagement, and Student Conduct, and Student Life
4. Assisting with all aspects of student program planning and implementation, as needed
5. Creating and distributing routine communication (through social media posts and Madonna Messenger (weekly student newsletter), and Presence (student activity software), with approval by supervisor
6. Gathering student testimonials on campus activities
7. Preparing and providing reports, time logs, and a description of tasks in weekly meetings with the Student Affairs Central Staff
8. Maintaining on-going communication with assigned supervisors to ensure appropriate and timely action is taken should any issues arise.
9. Having knowledge of branding and communication guidelines as specified by Madonna University
10. Complete 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. Be a self-starter with strong critical thinking and reasoning skills. Possess intermediate to advanced computer skills (Word, Excel, Qualtrics, etc.) and good disposition to learn new software. Possess 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. The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA reports to staff within the Office of Student Affairs and Mission Integration. A schedule will be mutually arranged by the GA and the Supervisor 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.

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