



GRADUATE ASSISTANT POSITION DESCRIPTION

Job Title: Student Life Graduate Assistant
Department: Student Life
Reports To: Transitions Coordinator OR Senior Coordinator
Shift/Hours: 20 hours per week
Date Prepared: May 14, 2019

SUMMARY

The Graduate Assistant (GA) must be fully admitted to a Graduate degree program at Madonna University. The GA reports to **Transitions Coordinator OR Senior Coordinator**. 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.

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. **Act as point of contact and provide welcoming services for International Students once they arrive on campus.**
3. **Assist with International Student and Adult & Transfer Student orientation day(s) planning and programming**
4. **Arrange and conduct social activities for international student community such as mixers, shopping trips, etc...**
5. **Fully utilize co-curricular tracking software for promoting events, tracking attendance, and evaluating events**
6. **Provide support for registered International Student Organization(s).**
7. **Promote on and off-campus activities that would be of interest to International Students.**
8. **Manage the schedule of Cruzer, coordinating with campus areas, such as: Student Life, Athletics, Advancement, Alumni, Admissions, Marketing, and others**
9. **Build, train, and manage team of student mascots and buddies ensuring enthusiasm, high energy, professionalism, punctuality, and consistent character identity**
10. **Participate in the planning and execution of campus traditions that foster school spirit and develop campus pride, including Welcome Weekend, Homecoming, Cruzer's Birthday Party, Madonna Nights, Graduation Activities, etc.**
11. **Serve as the primary point-of-contact in the Office of Student Life for a portion of the over 50 registered student organizations (RSOs) and honor societies**
 - **Maintain up-to-date records of RSO officers, advisors, organizing documents, and other paperwork**
12. **Collaborate with MU offices to provide support and programming during peak times**
13. **Part of the team providing office coverage for the 1411 suite and Transitions Center**
14. **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 including the ability to effectively communicate with non-native English speakers. Comfortability in a multicultural setting is required. 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.