Student Activities and Involvement
Graduate Research Assistant Job Description

Title: Graduate Research Assistant for Student Activities and Involvement
Supervisor Name: Aaron Hackman, Associate Director for Student Activities and Involvement
Assistantship Information: Number of GA positions available in Fall 2017 (1)

Position Summary & Responsibilities: The Graduate Research Assistant for Student Activities and Involvement advises student organizations and Council of Student Organizations (COSO) staff in the areas of hard- and soft-skill development, university policy, and professional conduct, meeting management, fiscal accountability, campus life programming, as well as overall assessment. As well as assist in the implementation of the iCommute program in the areas of programming development and assessment, budgetary oversight, and overall commuter student engagement.

Student learning/ educational activities performed by the Graduate Assistant:
(Please check all that apply and provide detail if needed.)

✓ Advising Students
✓ Planning programs
  Instruction
✓ Mentoring
✓ Planning student trips
✓ Advising student organizations
  Responding to student conduct situations
  Teaching or instructing courses
✓ Other (facilitating leadership development workshops and presentations for students and staff)

Learning Objectives:

• Develop knowledge, skills, and abilities that include: providing advising support, direction, feedback, critique, referral, and guidance to students and student organizations.
• Address concepts and principles of student development and learning theory, include ability to apply theory to improve and inform student development and engagement practice.
• Learn the various aspects of program development, implementation and oversight.
• Gain ongoing professional experience in the field of Student Affairs

Duties and Responsibilities:

• Assist in the advisement of the Council of Student Organizations (COSO) student staff and the Commuter Student Ambassador program
• Assist in coordinating student staff trainings, hard- and soft-skill development workshops, retreats, and programs for student organization leaders and COSO staff
Knowledge of the Activities and Services (A&S) Fees budget allocation and purchasing processes

Participate in graduate assistant and professional staff development meetings, and initiatives

Support the Council of Student Organizations’, program board and commuter engagement involvement in Weeks of Welcome, Homecoming, and other student programming, as needed

Meet weekly with and perform other administrative tasks as assigned by the Associate Director for Student Activities and Involvement

Assist in coordinating campus life programming such as but not limited to Commuter Student Check-Ins, Wake Up Wednesdays, Lunch and Learns, etc.

Serve on university committees, as appropriate

Meet weekly with and perform other administrative tasks as assigned by Student Activities and Involvement

Minimum Qualifications:

Acceptance into an FAU Master/ Doctoral program (preference given to students seeking a degree in Higher Education Leadership and Methodology or a STEM field.)

Ability to work well independently and as a team member

Ability to facilitate developmental programming

Strong communication skills, oral and written

Proficient with Microsoft Office Suite

Ability to work nights and weekends, as needed

Preferred: Previous experience in a student organization or campus activities programming in a university setting

Additional Information:

The graduate assistantship is a 20 hour per week position. This position will receive compensation of $11 per hour.

The graduate assistantship is a one year position (fall and spring semester). Graduate assistants are eligible to reapply to this position.

Employment will only be granted upon acceptance into an FAU Master/ Doctoral program (preference given to students seeking a degree in Higher Education Leadership and Methodology or a STEM field.)

Anticipated Start Date: August 2017, Anticipated End Date: May 2018

An 80% tuition waiver is provided with this assistantship

Questions? Contact Aaron Hackman, Associate Director of Student Activities and Involvement, at hackmana2015@fau.edu.