Graduate Assistant Job Description
Graduate Assistant for Student Affairs/Campus Life - Jupiter

Department: Campus Life – Jupiter
Supervisor Name: Heather Bishara/Devin Herrera
Assistantship Information: Number of Graduate Assistant positions Campus Life - Jupiter will have in fall 2015: 2 (this position is 1/2)

Summary Job Function:
The Graduate Assistant (GA) for Campus Life is a member of the Campus Life leadership team and reports directly to the Assistant Director or Associate Director of Campus Life for the Northern Campuses. The ideal candidate will be responsible for assisting with the overall administration of Campus Life programs and initiatives within the division of Northern Campuses Student Affairs. Campus Life consists of Campus Recreation, Wellness, Student Union, Multicultural Affairs, Civic Engagement and Service, New Student Orientation, Leadership Programs, Student Government, Student Media, and Student Involvement The Graduate Assistant will be responsible for facilitating many of the signature development programs and other projects as assigned by the Associate or Assistant Director of Campus Life for the Northern Campuses at FAU. This position requires an individual who is organized, energetic, creative, and leadership-oriented.

Student learning/educational activities performed by the Graduate Assistant: (Please check all that apply and provide detail if needed.)
X Advising Students
X Planning programs
X Instruction
X Mentoring
X Planning student trips
X Advising student organizations
__ Responding to student conduct situations
X Teaching or instructing courses
X Other (facilitating workshops and presentations for students and staff)

Learning Outcomes:
- Gain a broad understanding of the overall environment of a Student Affairs professional within the Campus Life leadership team on a partner campus.
- Gain first-hand experience in advising students through focused student organizations and the leadership programs while facilitating student learning.
- Learn program management, program and event planning, fiscal management and assessment skills.
- Develop a working knowledge of university policies and procedures and acquire a skillset on the use of technological resources.

- Develop an understanding of the department of Leadership Education and Development and its programs and participate in the facilitation of leadership courses for academic credit.
- Gain familiarity with Burrow Student Union operations, Orientation, the Office of Diversity and Multicultural Affairs, Campus Recreation, Wellness, and Civic Engagement and Service programming in an institution of diverse population to promote student success through the engagement of students.

Duties and Responsibilities:

- Coordinate and implement many of the leadership development programs facilitated by Leadership Education and Development (LEAD), including monthly Leadership Institutes, Leadership reading Circles, Certified Student Leader Program, Emerging Young Leaders Program, among many other signature programs.
- Maintain various databases and facilities within the Burrow Student Union
- Develop leadership skill-building and training programs for student leaders and student organizations.
- Coordinate events to honor and recognize student leaders.
- Coordinate the new student organization formation process and provide guidance to established organizations.
- Provide guidance and direction to Student Government, volunteer Navigators (leadership ambassador program), Orientation and Welcome Leaders (OWL) team, and Students Advocating Volunteer Involvement (SAVI).
- Serve as a resource for all Campus Life areas to assist in the planning of events and programs to enhance student learning including Diversity and Multicultural, Campus Recreation and Wellness, Civic Engagement and Service and Orientation programs.
- Provide support for event attendance and assessment.
- Perform other duties and projects as assigned by the Associate Director or Assistant Director of Campus Life.
- Complete 20 hours per week, with some evening and weekend hours required.

Qualifications for the position:

- Acceptance into the Florida Atlantic University Educational Leadership Master's/Doctoral Program.
- Ability to work well independently and as part of a team.
- Effective written and verbal communication skills.
- Willingness to work nights and weekends.
- Past experience in campus activities programming is strongly preferred.
- Proficiency with Microsoft Office.

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 to the Florida Atlantic University Educational Leadership Master's/Doctoral Program or comparable program with applicability to the learning outcomes for this position.
- Anticipated Start Date: August 2015, Anticipated End Date: May 2016
- An 80% tuition waiver is provided with this assistantship

Questions? Heather Bishara, Associate Director of Campus Life – Northern Campuses, hbishara@fau.edu