Graduate Assistant for Student Activities

Department: Student Involvement
Supervisor Name: Mike Burdman
Assistantship Information: Number of GA positions Student Involvement will have in fall 2014: 3, this position is 2/3

Summary Job Function:
The Student Activities Graduate Assistant will be primarily responsible for advising the students of Dance Marathon, University-wide Homecoming Committee, Student Government Program Board and leading other projects assigned by the Assistant Director of Student Involvement. 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 (NACA National Convention)
X Advising student organizations
___ Responding to student conduct situations
___ Teaching or instructing courses
___ Other

Learning Outcomes:
• Gain an understanding of the student affairs profession
• Gain first-hand experience in advising students while facilitating student learning
• Learn program management, program production, program planning and program assessment skills
• Develop advising skills, facilitation and training skills
• Develop an understanding of the department of Student Involvement and its programs and become familiar with University policy and procedure
• Learn to work as a team with other offices in the Division of Student Affairs and other University Departments

Duties and Responsibilities
• Assist with the planning, marketing, budgeting, and implementation of Dance Marathon (and other office events, as needed)
• Assist in the personal and professional growth of Dance Marathon students through participation in retreats, student selection process, weekly program planning meetings, one-
on-one meetings, etc. Design and coordinate leadership development, training and assessment program for these students

- Assist Student Government Program Board with planning, marketing and production of events
- Advise the Student Organization Competition of Homecoming Week
- Advise the Up ‘til Dawn student organization
- Coordinate the calendar for the Honors Month
- Coordinate the SI speaker for Diversitas Week
- Coordinate SI involvement in University Campus Days and Open Houses
- Serve as committee member for the university-wide coordination and programming of the annual Student Leadership Conference, Homecoming Week, Student Affairs Days, Standards of Excellence and other committees as assigned by the Assistant Director of Student Involvement
- Review the Dance Marathon and Homecoming websites and keep them up to date, as necessary
- Perform other duties and projects as assigned by the Assistant Director of Student Involvement
- 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.
- Anticipated Start Date: August 2014 (may begin earlier)
- An 80% tuition waiver is provided with this assistantship

Questions? Mike Burdman, Assistant Director of Campus Programs, Student Involvement, Cburdman@fau.edu - 561-297-3735