

New England College

Graduate Assistantship Job Description

Position Title: Graduate Assistant for Student Involvement

Department: Office of Student Involvement

Reports to: Director of Student Involvement

Start Date: August 1, 2018

End Date: June 22, 2019

Position Purpose

The Office of Student Involvement (OSI) at New England College is seeking a graduate assistant for the 2018-2019 academic year. Reporting directly to the Director of Student Involvement, the OSI GA will be responsible for fostering leadership growth and development for the students at New England College, as well as to provide students with an outlet for participating in activities outside of the classroom. This person will also gain valuable knowledge in the areas of event management, time management, marketing, budgeting, and advising/supervising.

The mission statement of the Office of Student Involvement:

The Office of Student Involvement strives to enhance students' college experiences by facilitating and encouraging participation in opportunities, programs, and events designed to foster leadership development and the transition into engaged citizenship.

Duties & Responsibilities

- Work twenty (20) hours a week, (will include nights and weekends) in the Office of Student Involvement
- Oversight of daily operations of the Charter Coffeehouse, a seven-day a week, fully operational, student-run facility. Including supervision of work-study students, coordination and marketing of events, maintaining supply inventory and operational budget
- Oversee the hiring of shuttle drivers and operation of the weekend shuttles and school break shuttles
- Assist in the planning, implementation, and running of major events sponsored/co-sponsored by OSI such as River Day, Up All Night, Pancake Breakfast, Pilgrim Pride Day, and NEC Takes Over the Peak
- Provide leadership development opportunities for the undergraduate students
- Other duties as assigned

Position Requirements

Skills & Knowledge	Experience	Education
<ul style="list-style-type: none">• Interested in working with students to help plan and implement events• Effective at time management• Willing to work nights and weekends• An effective communicator both orally and written• Able to initiate and complete creative and complex tasks independently	<ul style="list-style-type: none">• Experience in student leadership as an undergraduate student via student organizations, leadership roles on campus, residence life, or peer leadership, etc.• Knowledge in student programming boards a plus• Basic knowledge on working with students and supporting them as a supervisee or advisee	<ul style="list-style-type: none">• Admitted to a graduate degree program at New England College prior to appointment• Enrolled in a minimum of four credit hours and a maximum of nine credit hours of study per term.• Maintain a 3.0 cumulative and semester grade point average throughout the term of employment.