

Graduate Assistant Job Posting

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| Employing Office | Office of Student Engagement and Residence Life |
| Type of Graduate Assistant Position (RAII, RAI, TI, TA) | RAII |
| Number of Vacancies for this Position | 1 |
| Hours per Week (per vacancy) | 20 |
| Term | Academic Year |
| Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs) | Public Administration, Clinical Mental Health Counseling |
| Qualifications/Preferred Skills | <p>Desired Skills and Qualifications: Values, Philosophy, History</p> <ul style="list-style-type: none"> • Desire to gain an understanding of the values, philosophy, and history of the role that student organizations play in the undergraduate experience • Understand the rich history of Dance Marathon • Understand the value of being connected to the campus community <p>Personal and Ethical Foundations</p> <ul style="list-style-type: none"> • Ability to set priorities and work independently to accomplish department goals <p>Social Justice and Inclusion</p> <ul style="list-style-type: none"> • Desire to work with diverse student populations and provide support for retention <p>Organizational and Human Resources</p> <ul style="list-style-type: none"> • Excellent organizational and administrative skills • Excellent written and interpersonal communication skills • Ability to manage people and projects • Ability to complete other duties as assigned |
| Position Description | <p>Office of Student Engagement: Student Organization Development Intern</p> <p>Office Description:</p> |

The culture within the Student Engagement Office is unique due to the combination of programs and services sharing the same office environment which include: Major Events, Campus Activities, Student Organizations and Fraternity and Sorority Life. The intern will share an office space with other first and second year Student Engagement Interns. The intern will work with their supervisor to set a weekly schedule and discuss schedule flexibility during peak times. Please visit bgsu.edu/engage for more information regarding the office's mission and vision.

Position Description:

This position's main focuses are in the areas of Student Organization Education and Development and advising student leaders like those in Dance Marathon and the undergraduate student staff on the Falcon Engagement Team. The Master's-level graduate intern in the Office of Student Engagement is expected to provide 20 hours of service weekly. During peak times, additional hours may be required. The graduate intern is assigned specific responsibilities and is called upon to assist with meeting office objectives as needed. Please visit bgsu.edu/engage for more information regarding the office.

Major Responsibilities Include:

Advising and Supporting

- Advise a group of 30+ Student Leaders in Dance Marathon and/or the Falcon Engagement Team
- Serve as a primary contact for 300+ student organizations, supporting current, restarting, and new organizations from 13 different categories
- Implement organization support initiatives through development of educational materials (e.g. trainings, workshops, quick start guides, newsletters etc.)
- Facilitate organization and student trainings both in person and online that support student organizations and their leaders through: leadership and organizational development, diversity and inclusion and personal development
- Make appropriate referrals and resources to students or groups perceived as at-risk

Law, Policy, and Governance

- Utilize laws and university and (inter)national headquarters policies and best practices to frame student organization educational initiatives.

Assessment, Evaluation, and Research

- Assess programs and events around the areas of participation, engagement, and learning outcomes
- Assess student organization development programmatic learning outcomes

Student Learning and Development

- Plan and facilitate student organization specific programming throughout the year
- Consult with student organizations and leaders to promote growth and success personally and organizationally

- Promote campus involvement through intentional programming and outreach
- Demonstrate strong interpersonal and listening skills, including leading workshops, group meetings, and individual meetings

Leadership

- Serve as integral member of a Student Engagement or university committee

Application Process:

Applicants wishing to apply for this Graduate Assistant position must: 1) be admitted or accepted for admission as a full-time student in a graduate program at BGSU; and 2) remain in academic good standing to maintain the position.

Required application materials Resume, Statement of Interest

Send application materials to kcoster@bgsu.edu

Application Due Date May 31, 2024

Number of Vacancies for this Position 1