JOB DESCRIPTION

Department: Office of Student Involvement
Job Title: Graduate Assistant, Campus Activities
Supervisor: TBD, Program Coordinator for Campus Activities
Temporary Supervisor: Courtney James, Assistant Director
Supervisor Contact: cjames30@depaul.edu
Date: March 18, 2016

General Summary: Reporting to the Program Coordinator for Campus Activities, the graduate assistant for campus activities is responsible for co-advising the DePaul Activities Board and other campus-wide programming efforts. The graduate assistant will directly work with students in an advising setting on a weekly basis both on an individual basis and in a group. The graduate assistant must be able to balance advising students while coordinating multiple events throughout a quarter. This is a ten month position.

Principal Duties and Responsibilities:
1. (75%) Serve as the co-advisor to the DePaul Activities Board (DAB)
   a. Directly advise a minimum of 4 student leaders. This includes attendance at weekly meetings (one-on-one with coordinators, board meeting, etc.) events planned by the committee, training, advising and evaluation of student coordinators and committee members.
   b. Provide training and support to students in the areas of leadership development, programming, budgeting, conflict resolution, time management, recruitment and retention of committee members, communication skills, and effective meeting facilitation.
   c. Create and facilitate monthly team-building and leadership development activities.
   d. Develop and manage online event evaluations for DAB events.
   e. Accompany student groups to conferences, meetings, events, and retreats held off campus.
2. (15%) Provide support to the campus-wide programming efforts in conjunction with the Program Coordinator for Campus Activities; these include Blue Demon Week, Big Pink Volleyball, and other events.
3. (10%) Participate in all Student Involvement department staff and divisional meetings; interact regularly with staff and students, and key activities such as Fraternity & Sorority Life Week, OrgConnect, Involvement Fairs, and FEST.
4. Perform other duties as assigned by the Student Involvement staff.

Principal Learning/Objectives:
1. The student will have an opportunity to put theory to practice in a student affairs office setting, specifically in advising students both on a one on one basis and in a group setting.
2. The student will have an opportunity to advise the DePaul Activities Board.
3. The student will develop practical programming and budget allocation skills.

Minimum Knowledge, Skills, and Abilities required:
- Ability to handle basic budgetary needs on a large scale
- Comfort with technology; able to pick up new technologies quickly
- Ability to work autonomously in a flexible and dynamic environment
- Ability to adhere to a clearly defined work calendar and to manage multiple deadlines

Position Qualifications:
- Enrolled as full-time graduate student for 2016-2017 academic year (student must be current or entering graduate student in Counseling – College Student Development)
- Demonstrates ability to apply student development theory to practical experiences
- Strong organizational skills
- Experience in budget planning
- Strong written and oral communication skills
Presentation or workshop training experience and skills

**Hours/schedule:**
Graduate assistantship will begin at the start of the Fall 2016 Quarter. The student will be required to work 25 hours per week between the hours of 9am-5pm unless otherwise noted. Renewal of the position may occur if the Student Involvement staff feels the student is satisfactorily progressing in their academic program, and are satisfied with the quality of work being provided by the student. The position is based on the DePaul University academic calendar.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. DePaul management reserves the right to amend and change responsibilities to meet business and organizational needs.