Graduate Assistant for Student Organizations

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<th><strong>Department:</strong></th>
<th>Student Involvement &amp; Leadership</th>
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<td><strong>G.A. Position:</strong></td>
<td>Graduate Assistant for Student Organizations</td>
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<td><strong>Supervisor:</strong></td>
<td>Jayne Piskorik</td>
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**Job Description** – Present a one paragraph description of the purpose for this position.

The Graduate Assistant for Student Organizations will be responsible for assisting with all aspects of managing student organizations. This position will specifically be responsible for the development and facilitation of student organization leadership programs and initiatives supported by the Department of Student Involvement & Leadership.

**Job Functions/Responsibilities** – List the duties this graduate assistant will be expected to perform.

- Serve as the co-advisor to the Green & White Society
- Assist in the development and coordination of educational programming and training for student organization leaders
- Serve as a consultant to students and student organization leaders seeking assistance and organization management advice
- Coordinate the Student Organization Fairs
- Assist with the planning, coordination and implementation of additional CSIL programs and initiatives (i.e. Homecoming, student leader training, OrgSync)
- Perform other tasks as directed by the Coordinator of Greek Life & Student Organizations

**Desired Qualifications** – List the experiences and/or abilities you wish an applicant for this position to have.

- Initiative to work effectively and creatively in a fast-paced, student-centered environment
- Experience with student organization management
- Ability to apply new learning, skills, and professional development into daily activities, advising, and programming
- Ability to work independently, be self-directed, give attention to detail, and deliver tangible results
- Ability to communicate and interact in a highly professional manner

**Graduate Student Outcomes** – List the skills/abilities the graduate assistant can expect to learn in this position.

- Demonstrate critical thinking and problem solving skills
- Demonstrate presentation and facilitation skills
- Develop a level of proficiency with program planning and implementation
- Develop a level of proficiency in advising students
- Apply knowledge of using technology to engage
### Graduate Assistant for Student Organizations

**Appropriate SRU Graduate Majors**

- Student Affairs in Higher Education
- Student Affairs in Higher Education with College Counseling

**Supervisor’s Expectations**

- Position requires 18.75 hours per week to be arranged with supervisor
- Evening and weekend work is a routine aspect of this position
- Position requires an individual with creativity, a willingness to learn, and ability to have fun in the work environment
- Personal commitment to co-curricular learning

**Supervisor’s address:**

Center for Service, Involvement, & Leadership 240 Smith Student Center
Slippery Rock, PA 16057
United States

**Phone Number:**

(724) 738–2030

**Email:**

jayne.piskorik@sru.edu