Department: Student Involvement & Leadership

G.A. Position: Graduate Assistant for Student Engagement

Supervisor: Lauren Moran

Job Description – Present a one paragraph description of the purpose for this position.

The Graduate Assistant will be responsible for assisting with the development and marketing of co-curricular programs and initiatives supported by the Department of Student Involvement & Leadership. The position will specifically focus on the implementation of the university’s new online student engagement platform, OrgSync.

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

- Develop a marketing plan to promote the platform to the SRU community, specifically targeting incoming students, the student body, student organization leaders, faculty and staff.
- Recruit, train, and supervise OrgSync marketing “Street Team”
- Assist in the coordination of student leader and organization OrgSync training sessions
- Serve as a consultant to assist student leaders in effectively implementing the OrgSync platform within their organizations
- Explore opportunities for academic programs and campus departments to integrate OrgSync into current processes and procedures
- Attend OrgSync Implementation Team meetings and provide recommendations for future use of the platform
- Serve as the co-advisor to the Green & White Society, in conjunction with the Office of Alumni Relations and Office of Special Events
- Assist with the planning, coordination and implementation of additional CSIL programs and initiatives (i.e. Homecoming, student leader training)
- Perform other tasks as directed by the Director of Student Leadership & Involvement

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 marketing or public relations
- 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

- Demonstrate critical thinking and problem solving skills
Graduate Assistant for Student Engagement

**assistant can expect to learn in this position.**

- 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 students

**Appropriate SRU Graduate Majors**

- List the SRU graduate programs that would be the most appropriate source of candidates for this position based on the job description and the expected learning experiences.

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<th>Program</th>
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<tr>
<td>Student Affairs in Higher Education</td>
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<td>Student Affairs in Higher Education with College Counseling</td>
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<td>Communication Studies</td>
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<td>Integrated Marketing Communication</td>
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<td>Public Relations</td>
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<td>Business Administration</td>
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<td>Education</td>
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**Supervisor’s Expectations – List the work expectations you, as the supervisor, have for this position.**

- 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:**

239 Smith Student Center Center for Service, Involvement, and Leadership
Slippery Rock, PA 16057

**Phone Number:**

(724) 738-2697

**Email:**

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