Department: CSIL (Center for Student Involvement and Leadership
G.A. Position: Programming and New Initiatives
Supervisor: Charlie Judge

Job Description
The GA will be responsible for the development and implementation of all CSIL sponsored special campus and community service events, as well as, new initiatives in the area of Student Veterans and Conference Development. The position will begin program development that includes, but is not limited to: Weeks of Welcome, Empty Bowls, 9/11 Remembrance Activities, Project Christmas Elf, MLK Day, Make a Difference Day (Fall and Spring), and various awareness programs. In addition, the GA will begin the development of two regional and/or national conferences taking place in the Fall and three taking place in the Spring Semesters.

Job Functions/Responsibilities
- Oversee PR and promotion of CSIL sponsored special campus and community events
- Oversee SRU master calendar re CSIL special events
- Attend required staff meetings, monthly PDW’s, orientation, required retreats, and required service projects
- Represent the CSIL in a professional manner

Desired Qualifications
- Interpersonal Skills, such as, effective communication, time management
- Computer Skills, such as, Word, Excel, Publisher, Power Point
- Communication and PR skills

Graduate Student Outcomes
- Leadership/Organizational Skills/Supervisory Skills
- Goal Setting
- Networking
- Critical Thinking Skills

Appropriate SRU Graduate Majors
- Student Affairs
- Education
- Community Counseling

Supervisor’s Expectations – List the work expectations you, as the supervisor,
have for this position. Include hours to be worked and preferred work schedule.

- 18.75 hrs work week
- Flexible hours that might include evenings, weekends, and holidays
- Meet assigned deadlines for CSIL work
- Personal commitment to Community Service/Service Learning
- Good communication skills

Contact Information
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