Department: Student Engagement and Leadership

G.A. Position: Student Activities

Supervisor: Julie Varnish

Job Description
The Graduate Assistant for Student Activities will be responsible for directly advising students on the executive board, supporting programs sponsored by the University Program Board (UPB) and working with various other large scale event programming (Homecoming, Week of Welcome, Travel and Evening/Weekend events) for the Office of Student Engagement and Leadership.

Job Functions/Responsibilities
• Assist the Assistant Director with the advisement, management and implementation of activities produced by the University Program Board (UPB).
• Assist with recruitment, selection, training and supervision of UPB Executive Board.
• Serve as a consultant to students and student organization leaders seeking assistance with program development.
• Assist with the planning, coordination and implementation of additional office programs and initiatives (i.e. Homecoming, Student Leader Trainings, CORE).
• Perform other tasks as directed by the Assistant Director for Student Engagement and Leadership.

Desired Qualifications
• Experience in a position of leadership in a club, organization, or similar setting (Student Activities/Program Board experience focus)
• Initiative to work effectively and creatively in a fast-paced, student-centered environment
• 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
As a result of this position, the student will...
• Increased knowledge of leadership application
• 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 students

**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
- Position is part of the Office for Student Engagement and Leadership and as such will include other duties necessary to ensure the success of major events sponsored by the office including: Student Leader Trainings, Homecoming, Major Concerts/Events, Welcome Week Events, Saturday Showcases, etc.
- 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:**
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