Office of Student Development Graduate Assistant Job Description

The Office of Student Development is responsible for providing leadership and administrative direction to a comprehensive student club and organization program which compliments and supports the academic mission of the college and enriches the quality of student life. As the central point of contact and training for more than 100 student organizations and the leaders and members of these organizations, the Office of Student Development is a multifaceted operation dedicated to serving the college community as advocates, advisors, educators, and administrators for students and student groups in order to create and foster leadership and involvement opportunities that will enhance personal, interpersonal, and organizational development.

Job Description:

The Office of Student Development Graduate Assistant, under the supervision of the Assistant Director of Student Development, will be responsible for the following:

- Serve as a Graduate Advisor to the Stockton Entertainment Team
- Share responsibilities for event planning and on-site event management for evening and weekend programs sponsored by The Office of Student Development and the Stockton Entertainment Team
- Assist with program planning and organization for Stockton Entertainment Team
- Assist with assessment efforts and program evaluation
- Oversee all completion of paperwork required (i.e. contracts, proof of insurance, vendors)
- Participate in departmental committees as assigned (i.e. Welcome Week, Homecoming, etc.)
- Participate in the development, coordination, and facilitation of (1) student organization and advisor training seminars, (2) student leadership seminars, and (3) student organization recognition efforts
- Provide consultation to student organization leaders in the event planning process
- Assist with administrative duties and serve as customer service agent for the Office of Student Development
- Serve as a college vehicle driver and chaperone to off campus trips when needed
- Other duties as assigned

Qualifications:

- Candidates must be enrolled as a Stockton University matriculated Graduate student during the time of employment
- Bachelor’s degree with prior experience that demonstrates an understanding of leadership and student development
- Strong oral and written communication skills
- Strong sense of professionalism, enthusiasm, flexibility, organization, and self-motivation
- Ability to work independently and as a member of a team to complete projects

Hours of Employment: 15-20 hours per week, including office hours and shared coverage for evening & weekend programs
Compensation: $11.48 per hour, plus on campus housing in a college owned apartment, and $2,000 Osprey Flex Card per year.

Anticipated Start Date: July/August 2016

To Apply: Screening starts April 6, 2016. Submit a cover letter, resume, and three references (either electronic or hard copy) to:

Haley Baum, Assistant Director of Student Development
Office of Student Development, CC Suite 240
Stockton University
Haley.Baum@Stockton.edu