

Center for Student Involvement (CSI)

Student Life

Overview

The Graduate Assistant (GA) for Student Life is responsible for supporting the student organization event registration process and the student organization recognition process. The position also supports and provides student organization and adviser education programs and assists with student employee development for the union student staff. The position is part-time (20 hours per week/10 months) and is supervised by the Assistant Director for Student Life.

Student Life

- Review, approve, and assist with low level registered student organization events.
- Manage and maintain the general student organization email account.
- Lead and assist with departmental programming including Up the Orgs and student organization forums.
- Manage and maintain the department's imprinting approval process.
- Manage upkeep of rosters, constitutions, and other key document for recognized student organizations
- Lead and manage the department's student organization social media marketing strategies and initiatives.
- Research and assess our current practices based upon CAS and NACA standards as well as peer institutions.

Adviser and Student Leader Resource

- Develop and assist with newsletters to student organization leaders and advisers monthly.
- Help to develop and present student organization/adviser education sessions, event management training, and other departmental leadership programs.
- Provide resources and appreciation initiatives for adviser involvement, while maintaining accurate adviser records

Additional Professional Development Opportunities

- Serve in an adviser capacity for one or more student organizations.
- Serve as a University Hearing Board member for the Office of Community Standards and Civility.
- Assist with assessment of student employees and student organizations.
- Serve on various departmental and divisional committees.

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,715/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

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