

Center for Student Involvement (CSI)

Student Government Association

Overview

The Graduate Assistant (GA) for the Student Government Association is responsible for supporting the events and activities of the SGA as well as providing oversight to SGA student organization funding. The position is part-time (20 hours per week/10 months) and is supervised by the Director of Student Leadership Programs.

Responsibilities

- Serve as a co-adviser to the Student Government Association.
- Assist with personal and leadership development of SGA members, including planning and implementing SGA retreats and trainings
- Attend regularly scheduled meetings associated with shared advising duties.
 - Schedule individual SGA advising meetings
 - Meet regularly with the leadership of SGA committees
 - Attend weekly SGA meetings (Sundays at 6pm)
 - Attend SGA subcommittee meetings as needed and assigned
 - Student meetings regularly occur outside typical business hours; evening and weekend hours required
- Work directly with SGA members to support and implement SGA programs, events, and initiatives
 - Serve as the primary adviser to senate advocacy projects
 - Guide SGA Assessment of programs, events, and initiatives
 - Work closely with the executive officers
- Support the SGA VP Finance and Associate Director for CSI in overseeing the budget and budget request processes
 - Maintain SGA receipts and assist the VP Finance in maintaining checkbook records
 - Process SGA budget and payment requests
- Assist with the annual SGA election process
- Assist in the facilitation of SGA leadership transitions
- Other SLP/SGA duties as assigned

Professional Development Opportunities

- Budget Management
- Student Organization Advising
- Student Leadership Development
- Project Management, Risk Management, & Assessment
- Opportunities to serve on various departmental and divisional committees

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$14,686/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Chris Fishpaw
Director, Student Leadership Programs
Center for Student Involvement
cfishpaw1@udayton.edu
(937) 229-2000