Student Development and Campus Activities
Campus-Wide Programming Graduate Assistant

Duties and Responsibilities

- Schedule at least 20 office hours per week (outside of meetings);
- Assist with advisement of student programming board including attending their general body meetings.
- Assist in the design and implementation of large-scale programming such as Family Weekend and Homecoming.
- Assist with newly developed transition programming for seniors, transfer and first-generation populations including but not limited to Sophomore Kick-Off, Meals with Mentors, Networking Roundtable with Alumni and Upper-class Takeover of Kessel.
- Design and edit publications and marketing materials in collaboration with marketing intern and Student Development Coordinator.
- Update and maintain websites corresponding to position.
- Create Eventbrite registrations for campus-wide programs.
- Work in collaboration with the Associate Director as well as university staff and faculty to design and implement January Orientation, Senior Celebrations (Week) and new programming as developed.
- Collaborate with other offices, and serve on University wide committees as needed.
- Be present at pre-determined large campus events as needed/necessary.
- Assist with the planning and coordination of Welcome Back Week.
- Prepare and manage assessment and evaluation data.
- Opportunity to assist with additional program development as needed.
- Perform other duties as assigned or requested.

Qualifications

- Candidates must be accepted into a Pace University graduate program for the upcoming academic year.
- Experience in campus programming and/or orientation experience preferred.
- Knowledge of unique needs and concerns of First Year students.
- Ability to work as a member of a team with professionals from across campus.
- Strong organization skills.
- Ability to work independently in a fast-paced environment.
- Strong computer skills.
- Willingness to learn.

Event Responsibilities: (1) Serve in a rotation with other Graduate Assistants for on campus parties and long distance travel, including but not limited to, nights and weekends; (2) Be present at certain campus and student events to assist with setup and cleanup; and, (3) Assist with duties at large campus events as needed/necessary.

BENEFITS:

- Six (6) tuition remission credits per semester.
- Monthly stipend budgeted at $3300 per semester.
- Professional development opportunities through advising events/conferences, etc.