



**University
of Dayton**

Center for Student Involvement Student Life & Student Leadership Programs

Statement of Inclusive Excellence

The Division of Student Development recognizes the educational benefits of diversity for students, faculty and staff. We are committed to engaging in reflection, dialogue and experiences that both challenge and affirm multiple perspectives. Our Marianist charism calls us to value the dignity of every person and to advocate for social justice.

Overview

The Graduate Assistant (GA) for Student Life and Student Leadership Programs is responsible for supporting the student organization event registration process and the student organization recognition process and creation and execution of a comprehensive leadership program. This GA will support the co-curricular transcript (CCT) process, assist in supervision of the Student Leadership Ambassadors, and help to facilitate the Student Development Leadership Institute presentation series. The position is part-time (20 hours per week/10 months) and is co-supervised by the Assistant Director for Student Life and the Assistant Director for Student Leadership Programs.

Responsibilities

Student Life

- Review, approve, and assist registered student organization events.
- Review, approve, and assist with the creation of new organizations.
- Co-facilitate and assess the Leadership in Service scholarship program.
- Lead and assist with departmental programming including Up the Orgs, Presidents meetings and Fall Leadership Conference.
- Assist with the creation and execution of the end of the year Leadership Celebration..
- Manage and maintain the general student organization email account.
- 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.

Student Leadership

- Co-facilitate and assess the Leadership in Service scholarship program.

- Assist with the creation and execution of office programming such as: the Fall Leadership Conference, the end of the year Leadership Celebration, and the Women's Leadership Immersion.
- Serve as co-adviser for the Student Leadership Ambassadors (staff of 5-6 students in the office)
- Create program assessment tools and evaluations. Tabulate responses and summarize comments from participants in a report.
- Provide analysis and recommendations for program changes.
- Train student participants in the Collegiate Leadership Competition.
- Maintain the content of the Involvement Generator.
- Maintain Co-Curricular Transcript (CCT) process.
- Process student requests for copies of their CCT.
- Create, facilitate, and assess programming as part of the Student Development Leadership Institute presentation series.
- Assist with AVIATE event registration and PATH point distribution.

Professional Development Opportunities

- Assist with assessment of student employees and student organizations.
- Serve on various departmental and divisional committees.
- Student Organization Advising
- Teaching and Supervision
- 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 \$15,127/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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