GRADUATE ASSISTANT – Campus Events and Student Activities

Job Title: Graduate Assistant for Campus Events & Student Activities
Department: Student Development & Engagement
Supervisor: Campus Events and New Student Programs Coordinator

Holy Names University is a small, private liberal arts institution founded on the Catholic tradition, and ranked among the most diverse universities in the U.S. HNU is nestled in the hills of Oakland, CA and is easily accessible by bus and BART.

The Department of Student Development & Engagement is committed to: meeting students “where they are,” and partnering with them for future growth; modeling empathy and service to foster student development and community interaction; creating a welcoming environment where students are valued and supported to foster generosity and gratitude; and challenging ourselves and others to grow, understand, and appreciate diversity with open minds and intentionality.

Primary responsibilities include advising clubs and organizations, planning and implementing student activities, and assisting with campus-wide events. The Graduate Assistant for Campus Events & Student Activities is supervised by the Campus Events and New Student Programs Coordinator.

RESPONSIBILITIES:

ADVISING
- Provide support and training to designated clubs by helping members understand their roles and how to access campus resources
- Work in collaboration with faculty advisors to ensure clubs adhere to University guidelines

PROGRAMMING
- Develop and coordinate student activities, including off-campus trips
- Collaborate with Campus Partners (i.e. Counseling and Psychological Services, Campus Safety, Center for Social Justice & Civic Engagement, Student Success Center, etc.) on programming relevant to HNU students
- Encourage student involvement and participation in programming and student clubs and organizations
- Communicate events and activities to the University community using the Campus Events calendar, emails, flyers, etc.
- Assist with other campus-wide programming initiatives as needed

ADMINISTRATIVE DUTIES
- Attend all departmental staff meetings and trainings
- Attend all Student Affairs trainings and staff meetings
- Attend weekly supervision meetings with the Campus Events and New Student Programs Coordinator
- Collaboration with other departments as appropriate
- Participation in professional staff residential housing on-call rotation
- Other duties as assigned

**QUALIFICATIONS:**
- Bachelor’s degree required
- Prior experience in event planning, advising, and/or residence life preferred
- Must be an enrolled and registered Graduate Student in order to apply for this position

**TIME COMMITMENT**
- A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term.

**HOURS**
- 24 hours/week, M-F. Some evenings and weekends required.

**SALARY/BENEFITS:**
- (Furnished) single room and board (14 meals a week) with internet and cable provided + $2,000 stipend to be distributed quarterly

**HIRING MANAGER**

Liza Pierre
pierre@hnu.edu
Campus Events and New Student Programs Coordinator
Holy Names University

**APPLICATION PROCEDURE:**

1a. For USF applicants: Please visit [http://myusf.usfca.edu/student-life/graduate-internships](http://myusf.usfca.edu/student-life/graduate-internships) for details on how to apply. The priority application deadline is February 3, 2017.

1b. All other applicants: Submit a cover letter and resume to Liza Pierre (pierre@hnu.edu), Coordinator of Campus Events and New Student Programs at Holy Names University by February 10, 2017.