GRADUATE ASSISTANT – New Student Programs and Leadership

Job Title: Graduate Assistant for New Student Programs & Leadership
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 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 assisting with the planning and implementation of Fall and Spring Orientation programs, the planning and implementing of student leadership development training and activities, and planning and implementing first-year student programming, including administrative support for the Connections Project FYE Program. The Graduate Assistant for New Student Programs & Leadership is supervised by the Campus Events and New Student Programs Coordinator.

RESPONSIBILITIES:

ADVISING

• Provide support and training to student Peer Mentors in the Connections Project (first-year experience) program
• Provide support and training to Orientation Team student leaders
• Work in collaboration with faculty and staff to develop effective leadership training and student programming
• Provide support and training to student leaders by helping members understand their roles, how to access campus resources, and how to plan and implement programs and events
• Assist with Leadership development and activities as needed; may include one-one meetings, student group forums, informal and formal events & discussions, student leadership summit, Leadershape, student leaders retreat, student club training & development, and women’s leadership experience

PROGRAMMING

• Take a lead role in developing and implementing social events and activities during New Student Orientation
• Take lead role in facilitating Connections Project semester projects
• 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, email, 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 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.