Position Description General Statement of Duties:

The Graduate Assistant for the Center for Student Involvement (CSI) will assist with the planning, promotion and implementation of a variety of programs and services offered by the CSI. The Graduate Assistant will report to the Assistant Director of Freshman Development and Student Programming and will also assist other professionals in the CSI.

Supervision Received:

The Graduate Assistant works under the direct supervision of the Assistant Director of Freshman Development and Student Programming.

Specific Duties and Responsibilities:

1. Manage administrator responsibilities within the Campus Link/CORQ campus activities portal and Campus Activities email
2. Serve as the content creator for the Center for Student Involvement social media accounts
3. Co-advising the Duquesne Program Council (DPC) and various Class Council initiatives
4. Assist with the coordination and implementation of the of the Student Involvement Leadership Program during the fall and spring semesters
5. Assist in the coordination of annual Center for Student Involvement Events including Orientation Week, Transfer Orientation, Student Organization Expo, Student Organization Leadership and Service Awards (SOLSA), Night of Lights, Christmas Ball, First-Generation College Student Celebration, etc.
6. Assist in daily operations of the Center for Student Involvement and coverage for weekend/evening events
7. Perform other duties as assigned through the Division of Student Life as necessary

Expectations:

1. Maintain a work schedule of 20 hours per week
2. Flexibility to work evenings & weekends (when necessary)
3. Attend regularly scheduled CSI staff meetings and other meetings as assigned

Requirements:

1. Bachelor’s degree
2. Currently enrolled in the M.S. in Higher Education Administration Program at Duquesne or a similar program at another college/university.
3. Flexible schedule with office hours between 8:30a.m. – 4:30p.m. Monday-Friday
4. Ability to plan, promote and implement programs
5. Customer service experience and exemplary time management skills

Compensation:

Stipend and Tuition Coverage up to 12 Credits during the Academic Year (fall/spring semesters)

Important Information: If you should require any additional information, please contact Ashley Kane in the Center for Student Involvement at (412) 396-6657 or via email at geesea@duq.edu.