Christopher Newport University
Student Engagement
Graduate Assistant for Student Engagement

Contact Person: Katie Winstead Reichner – Associate Director of Student Activities
Phone: 757.594-7260  Email: katherine.reichner@cnu.edu

Supervisor: Natalie Campbell—Assistant Director for Student Engagement
Phone: 757-594-7644  Email: natalie.campbell@cnu.edu

Position Description:
The Office of Student Engagement at Christopher Newport University is seeking an interested graduate student to become a part of the Engagement team. This position is designed to give a full-time graduate student the opportunity to participate in practical, hands-on experience in the area of first year programming, to include leadership development, diversity and inclusion, event programming, and organization advising. The graduate assistant will play an active role on the Engagement team, and will work directly to plan and implement small and large scale programs, speakers and initiatives at the University.

About Christopher Newport University:
CNU is a public school offering a private school experience -- great teaching, small classes, and a safe, vibrant campus. A "student-first, teaching-first" community, CNU is dedicated to the ideals of scholarship, leadership and service. The University is located in Newport News, Virginia and enrolls 5,000 students. The University has recently completed nearly $1 billion in capital construction on its 260-acre campus, generated nearly 9,000 applications for a freshmen class of 1,200 and has been named one of the top 10 "up and coming" liberal arts schools in U.S. News & World Report's America’s Best Colleges guide. For further details and information about Christopher Newport University, visit the University's web site at http://www.cnu.edu.

Responsibilities:
- Hold a total of twenty (20) office hours per week.
- Work collaboratively with campus offices and departments to develop educational and programming initiatives for students in transition, to include first-year, transfer, and underrepresented populations.
- Use existing programs and research from peer institutions to recommend best practices and application at CNU.
- Partner with University Fellows for Student Engagement to plan and implement leadership development programming for first year students and beyond
- Co-advice (with the Assistant Director of Student Engagement) the Student Diversity and Equality Council (SDEC)
- Assist in the planning of educational and social programming surrounding issues of diversity, equity and inclusion.
- Attend department and division meetings as able and contribute to discussion items and office business.
- Assist in the development of marketing strategies for events and educational efforts.
- Meet regularly with supervisor to provide updates, monitor performance, and seek guidance on the graduate assistant experience.
- Other duties as assigned.

Desired Qualifications:
The graduate assistant must be admitted to and enrolled full-time or have a Master’s degree, preferably in higher education administration or student personnel. Applicants with previous experience and knowledge of programming and/or advocating for a diverse population on a college campus are strongly encouraged to apply. Candidates should exhibit maturity, enthusiasm, and creativity. We are seeking candidates who will embrace our Key Traditions: friendly, caring, and energetic service; anticipating and meeting needs; unrelenting attention to detail; inspiring and uplifting others; putting students first; transforming lives.

Classification/Hours:
This assistantship is a part-time (20 hours per week) position, with the understanding that some weeks require more hours than others. Some hours will be spent in the office, while others are spent at events in the evening and on weekends.

Length of Assistantship: August 1, 2017 – May 31, 2018 (dates are negotiable based on schedule, assistantship is renewable pending performance review)

Remuneration for Assistantship: Compensation is approximately $16,000 for a period of nine and half months.