Graduate Assistant
Sadler Center & Campus Center
Division of Student Affairs

**Position Overview**
The Sadler Center & Campus Center Graduate Assistant supervises the Games Desk and advises the Area Supervisors. In addition, they assist with departmental assessment efforts and social media management.

**Department Mission**
The mission of the Sadler Center and the Campus Center is to provide excellent facilities, equipment, service, and assistance to all members of the College community for their events and activities.

**Position Type**
- ☒ Masters Level
- ☐ Doctoral Level
- ☒ Full-time (20 hours/week)
- ☐ Part-time (10 hours/week)

**Compensation / Benefits**
- This assistantship qualifies a full-time student for the 2018-19 in-state tuition waiver.
- Total financial package = In-state tuition + $4,000 stipend

**Position Elements**

| ☒ Mostly 9 a.m. -5 p.m. work                               | ☒ Occasional night/evening work                      |
| ☐ Frequent night/evening work                             | ☒ Weekend work: Rarely                                |
| ☒ Hires student workers                                    | ☒ Supervises / evaluates student workers              |
| ☒ Frequent student interaction                             | ☒ Leads training sessions for students               |
| ☒ Advises individual students                              | ☒ Advises student organizations                      |
| ☐ Budget management                                        | ☐ Event/program management                           |
| ☐ Individual work space                                    | ☒ Shared work space                                  |
| ☒ Independent work                                         | ☒ Collaborative / group work                          |
| ☒ Conference/workshop funding available                    | ☒ May take internship at same time as GA             |
| ☒ Opportunity for committee work                           | ☐ Opportunity for summer employment                  |

Additional elements:
- Office hours are flexible
- Occasional on-call responsibilities from Friday evening to Sunday evening (approx. 6 times/yr)
Job Responsibilities

- Manage the Games Area in the Sadler Center
  - Supervise approximately 12 student employees who work at the Games Desk. This includes hiring, training, scheduling, and evaluating
  - Advise Games Desk staff in the planning and implementation of occasional campus-wide game nights
  - Manage physical space, including recommendations for new games, equipment maintenance, and work order requests
- Assist the Assistant Director with the student employment program of a staff of approximately 70
  - Plan and implement the development and training program for student employees. This includes training sessions before the start of each semester and extended training throughout the academic year
  - Recruit, interview, and hire new student employees annually
  - Advise Student Supervisors, including training, weekly meetings, and ongoing development
- Assist with the assessment of the programs, operations, and facilities of the Sadler and Campus Centers. This involves weekly user satisfaction surveys and an annual campus-wide assessment in collaboration with the Division of Student Affairs assessment efforts.
- Learn and assist with building management and audio/visual set-up.
- Manage departmental social media accounts.
- Cover various responsibilities for the professional staff, including occasional weekend on-call duties.
- Attend division-wide meetings and hold membership on College committees as assigned.
- Other duties and projects which vary throughout the year.

Preferred Qualifications

- Willingness to take initiative and develop projects
- Ability to work well both on a team and independently
- Experience with student employment, especially student unions or student activities
- Ability to learn and master new computer software
- Strong written and verbal communication skills

Learning Outcomes

- Gain experience in student supervision, including recruiting, hiring, training, supervising, and evaluating
- Practice advising skills with both individual students and student groups
- Develop and implement assessment at the division level

Direct Supervisor

Casey Van Veen
Assistant Director of Sadler Center and Campus Center Operations
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Interested applicants are welcome to contact the supervisor with any questions.