Position Overview:

The Center for Student Involvement (CSI) considers this Graduate Assistantship as a vital position of the staff, providing purposeful and important service to and for students at the University of Richmond. We also acknowledge that this position also provides invaluable professional development and experiential learning for the Graduate Assistant. Therefore, the student have the opportunity to interact and participate in programs, committees and events sponsored by the office that may be in addition to the responsibilities listed below. Skill development opportunities include student organizations and communications, advising, workshop presentations, budget planning, assessment execution and program planning.

Department Mission:

The Center for Student Involvement aligns its mission with the Division of Student Development, the University of Richmond Strategic Plan and stated Values (https://strategicplan.richmond.edu/mission/index.html) The mission of CSI is to “serve as a catalyst for student involvement through experiential learning, leadership development, strategic collaborations and intentional programmatic participation”. With this as the foundation and philosophy that guides our work, CSI strives to provide connections to a meaningful and memorable college experience for all students. It is done by building connections, confidence and community through involvement and leadership in student organizations, event planning and programs.

Position Type:

<table>
<thead>
<tr>
<th>Level</th>
<th>Time</th>
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<tbody>
<tr>
<td>Masters Level</td>
<td>Full-Time (20 hours/week)</td>
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<tr>
<td>Doctoral Level</td>
<td>Part-Time (10 hours/week)</td>
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Compensation/Benefits:

- This assistantship qualifies a full-time student for the 2020-21 in-state tuition waiver
- Total financial package = In-state-tuition + $4000.00 stipend

Position Elements:

|          |                                |          |                                |                                |                                |          |                                |                                |                                |
|----------|--------------------------------|----------|--------------------------------|--------------------------------|--------------------------------|----------|--------------------------------|--------------------------------|                                |
| X        | Mostly 10:00A – 6:00P work     | X        | Occasional evening/weekend work | Weekend: Often, Sometimes, Rarely |
|          | Frequent night/evening work    |          |                                |                                |                                |          |                                |                                |                                |
| X        | Hires student workers          | X        | Supervises/evaluates student workers |
| X        | Frequent Student Interaction   | X        | Leads training sessions for students |
| X        | Advises individual students    | X        | Advises student organizations |
| X        | Budget management              | X        | Event/program management |
| X        | Individual work space          | X        | Shared work space |
| X        | Independent work               | X        | Collaborative/ group work |
| X        | Workshop funding available     | X        | May take internship at same time as GA |
| X        | Opportunity for committee work | X        | Opportunity for summer employment |
Job responsibilities:

- Co-advise SpiderBoard (working with a one or more committees, including production)
- Provide programming consultation to student organization leaders
- Serve on Welcome Week planning committee
- Assist in coordination, contract negotiations and implementations of week-long and large scale programming inclusive of Black History Month, Spring Concert etc.
- Coordinate and serve as advisor to student sponsored late night programming, inclusive of program development, marketing and event execution
- Plan and facilitate organization leadership workshops and retreats
- Assist with the overall Tyler Haynes Commons operations focused on technology
- Attend regularly scheduled meeting with Assistant Director and CSI Staff meetings Contribute to the overall CSI special initiatives

Preferred qualifications:

- Master students from the EPPL program
- The capacity to assimilate into a progressive, fast-paced, student focused, demanding office
- Excellent written and communication skills
- Passion for student leadership development, working with students from diverse backgrounds and lived experiences
- Organizational and management skills

Learning Outcomes:

- Ability to compare and contrast appropriate leadership models to create organizational improvement
- To develop the ability to interpret, report and utilize results through assessment and evaluation
- To advise and support groups through direction, feedback, critique, referral and guidance
- To guide students to articulate their learning through involvement in campus activities program planning.

Direct Supervisor:

Lauren Foligno
Assistant Director: Programming
University of Richmond
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Alison Keller
Director, Center for Student Involvement
University of Richmond
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Interested applicants are welcome to contact the supervisor with any questions.