

Student Activities/Student Organization Management Graduate Assistant

Hamline University Mission Statement

To create a diverse and collaborative community of learners dedicated to the development of students' knowledge, values and skills for successful lives of leadership, scholarship, and service.

Responsibilities:

The Student Activities Graduate Assistants are a part of the Office of Student Leadership and Activities and the Division of Student Affairs. The person to fill this role will be given the opportunity to be a collaborative member of Student Activities Staff assisting with the development of projects throughout the Student Activities Office. Listed below are potential responsibilities of the Graduate Assistant.

- Assist in the development of support services and programs for Recognized Student Organizations and advisors of Recognized Student Organizations.
- Serve as the contact person for Recognized Student Organizations concerning campus policies, procedures and resources.
- Develop and/or revise and distribute print and digital resources for student organization leaders including the Student Organization Manual.
- Serve as an advisor/resource to the Hamline Undergraduate Student Congress Student Organization chairperson.
- Assist with the coordination, publication and update of the student events calendar.
- Maintain registration records for all undergraduate student organizations.
- Coordinate the Fall Student Organization Fair.
- Develop print and digital resources to encourage student involvement in and provide information about recognized student organizations.
- Assist with the recruitment, selection, and training of Student Activities Program Assistants.
- Participate in staff development programs for the Student Activities Office and Division of Student Affairs
 to enhance personal and professional development. Participate in departmental and divisional planning
 and evaluation process.
- Serve as an active member of the Student Activities Office, attend meetings, and support and contribute to department goals and initiatives.

EDUCATIONAL REQUIREMENTS

Must be newly enrolled graduate student in The Hamline MBA in Hamline University's School of Business. However, applications for The Hamline MBA program and the Athletic Recruiting Graduate Assistantship can be concurrent.

COMPENSATION

Graduate assistants receive \$5,000 in scholarship compensation toward the first year of The Hamline MBA. Graduate assistantships can be renewed for a second year in some cases.

<u>APPLY NOW!</u> Send a resume and cover letter to <u>gradprog@hamline.edu</u> or Graduate Admissions, The Hamline MBA Graduate Assistantship Program, MS-A1710, Hamline University, 1536 Hewitt Avenue, Saint Paul, MN 55104.