STUDENT ACTIVITIES OFFICE GRADUATE ASSISTANT
COLORADO SCHOOL OF MINES
LEADERSHIP AND PROGRAMMING

DATES OF EMPLOYMENT: JULY 15, 2016-JUNE 1, 2017

GENERAL DESCRIPTION:
Within the Student Activities Office (SAO), the Graduate Assistant (GA) is expected to assist with a variety of responsibilities pertaining to leadership initiatives and on-campus programming. The assistantship is designed to complement the academic experience and allow students to apply what they are learning in the classroom. All Student Activities GAs are expected to support and participate in major Student Activities and Student Life programs.

ASSISTANTSHIP TASKS AND RESPONSIBILITIES:
- Promote student involvement in campus programming with understanding of campus policies and procedures
- Provide leadership for the development of programmatic initiatives designed by the student activities office to meet campus wide needs
- Assist with the training and development of Student Consultants. Coordinate on-going training and development series.
- Work together to co-supervise Student Consultants to develop a project/event each semester. This project will be determined by the office as a whole
- Collaborate with Associate Director to develop content curriculum and facilitate workshops and programs in the areas of Leadership and Service for emerging student leaders.
- In concert with the entire Student Activities Staff create, contribute and execute various campus wide programming initiatives including but not limited to Orientation, M-Climb, Celebration of Mines, Homecoming, Parent & Family Weekend, E-Days, Weekends at Mines (WAM), and other events.
- Develop the Leadership Workshop series, serve on the Leadership Summit committee, create leadership development initiatives for student clubs and organizations, and participate in leadership activities throughout the year.
- Assist with the creation of, administer, and interpret evaluations of programs, events, and processes

EXPECTATIONS OF THE GRADUATE ASSISTANT:
Serve as an active member of the Student Activities department, attend meetings, and contribute to departmental goals and objectives. Conduct themselves as professional staff members while in the office which includes behavior and attitude. Perform other duties as assigned by the Associate Director and assume additional responsibilities within the scope of the position as required. Provide support for special events and functions that occur.

INTENDED OUTCOMES FOR GRADUATE ASSISTANT:
- Develop a professional image and orientation to the field of Student Affairs.
- Understand and develop an appreciation for a “generalist” approach to student activities through working with various staff within the department on cross functional projects.
- Develop skills of team work, time management, communication, implementation, and professionalism
- Create an understanding of the application of theory to practice

OUTCOMES FOR THE OFFICE OF STUDENT ACTIVITIES:
- Increased attention to leadership within students, clubs/organizations, and campus events.
- Improved collaboration across campus silos on leadership programming and initiatives.
- Assessment of goals laid out in the leadership initiative.
- Assistance on weekend programming and consistent support of programming efforts
PERSONAL QUALIFICATIONS (PREFERRED):
- Upbeat, courteous attitude and behavior.
- High energy level and motivation.
- Thirst for learning and interest in improving quality.
- Mature knowledge of self, strengths, and areas for growth.
- Friendly, approachable attitude; seeks to nurture relationships with students, staff, faculty & community members.

PROFESSIONAL QUALIFICATIONS (PREFERRED):
- Ability to communicate effectively and function in a diplomatic fashion.
- Willingness to work weekend and evening hours.
- Ability to develop and implement student activities programming.
- Familiarity with campus services, policies, regulations and facilities.
- Ability to respond to immediate crisis situations until qualified professional help is available.
- Commitment to human and community development, fostering academic achievement through student activities programs, and promoting inclusion for all individuals.
- Ability to work both individually and in a team setting.
- Familiarity with leadership philosophies and models.
- Small group facilitation skills.

EDUCATION:
The Student Activities Office invites applications for a Graduate Assistant pursing a Masters in Higher Education Administration, Student Counseling and Personnel, or closely related field.

WORK HOURS: 20 hrs. /week

PAY LEVEL: $10 per hour (Approximately $7,200 for the year but could increase)

BENEFITS: The Student Activities Office offers numerous opportunities for leadership training, personal/professional development, and recreational activities. SAO also offers tickets to events at no cost to the staff (some exceptions). Furthermore, some funds may be available to supplement the cost of obtaining certifications, trainings.

CONTACT: For more information, please contact Kelsi Streich, Associate Director of Student Activities at 303-384-2538, or kstreich@mines.edu. To learn more about SAO please call our front desk between the hours of 8AM and 5PM Mon – Fri at 303-273-3234.

TO APPLY: Interested individuals should submit a cover letter addressing each of the qualifications, resume, and the names and contact information of three professional references to Kelsi Streich at kbuoi@mines.edu.