

HILBERT COLLEGE

GRADUATE ASSISTANSHIP OPPORTUNITY

2020-2021 Academic Year

JOB TITLE: Graduate Assistant – Center for Student Involvement & Leadership

REPORTS TO: Director of Student Activities and Director of Service Learning & Community Engagement

Job Summary: The Center for Student Involvement & Leadership Graduate Assistant is a part-time, ten month position responsible for assisting the Director of Student Activities and Director of Service Learning & Community Engagement. This position is responsible for promoting the Catholic, Franciscan mission and core values of Hilbert College and enhancing the overall educational experience of students through development of, exposure to, and participation in social, intellectual, cultural, leadership and service opportunities. Additionally this position would assist in providing academic service-learning support to students and faculty. The Graduate Assistant is expected to maintain office hours in weeks while classes are in session and in additional weeks as the workload dictates. This position will include some evening and weekend hours.

Student Activities

- Assist the Director of Student Activities to develop, advertise, promote and facilitate student activities that meet the needs of residential, commuter, traditional and non-traditional Hilbert College students
- Aid in the advisement of the Student Government Association (SGA), SGA sub-committees and other student committees. This includes attending weekly meetings, assisting in the supervision of activities and supporting students in their overall development
- Promote events and activities through various marketing mediums: digital screens, flyers, website, etc.
- Provide assistance to all student clubs and organizations in the development of their on and off campus activities
- Adhere to all college policies and procedures
- Complete appropriate assessment and paper work in a timely fashion including program evaluation and semester reports
- Communicate with the Director of Student Activities on regular basis
- Perform other duties as assigned by the Director of the Student Activities

Service Learning & Community Engagement

- Develop, implement, and assess student workshops and events on such topics as service learning and post graduate service opportunities
- Participate in service learning and community engagement initiatives including the planning and implementation of annual events such as the Service Learning Recognition Breakfast, Day of Service and Unity with Our Community
- Organize and lead community engagement opportunities for students and alumni with new and existing community partners including Meals on Wheels and the Resurrection Life Church Food Pantry
- Support and attend off-campus service learning orientations and projects

Administrative and College-wide Responsibilities

- Co-supervise work-study students with the Director of Student Activities
- Utilize Argos and Purple Briefcase to perform daily tasks
- Market department services, workshops, and events utilizing print and social media
- Conduct office-wide assessment projects using Argos and Survey Monkey
- Submit reports on activities for the departments' annual reports
- Attend staff meetings, college-wide development meetings, and external meetings and functions
- Collaborate as needed with other departments and offices to meet the needs of Hilbert College students

- Participate in Orientation activities, Open House, Accepted Students Day, and other Student Life team and college-wide events as needed

Requirements/Qualifications:

- Enrolled full-time in a Master’s or Doctoral program leading to student affairs work in higher education or related field
- Strong computer, communication, planning, organization, presentation, and interpersonal skills
- Ability to work with minimal supervision
- Flexibility to work evening and weekend hours as necessary
- Valid driver’s license

Term: August 1, 2020 – May 31, 2021, 20 hours per week

Compensation:

- \$6,000 annual stipend
- \$3,000 towards the cost of tuition (3 credit hours - \$1,500 per semester)
- Free Hilbert College parking pass
- Membership in the College Student Personnel Association of New York State, Inc. (CSPA-NYS)

Additional “benefits”:

- Fun, flexible, supportive working environment
- Exposure to the Catholic, Franciscan tradition in a higher education setting
- Opportunity to be involved in national, state, and regional associations
- Familiarity with campus resources, faculty, staff, and administrators
- Professional mentoring relationships with Student Life staff
- Opportunity for growth and personal development

To Apply: Please submit a cover letter, resume, academic transcripts, and contact information for three professional references to:

Center for Student Involvement & Leadership
CSIL@hilbert.edu

Notice of Non-Discrimination

Pursuant to College policy, Hilbert College is committed to ensuring equal employment opportunity, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or ex-offender status. Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely based upon a protected characteristic.

The College’s policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to:
Katie Martoche, MS
Director of Career Development / Title IX Coordinator
5200 South Park Avenue | Hamburg, NY 14075
Office Location: Bogel Hall 107 | Telephone: 716-649-7900 ext. 291 | Email: kmartoche@hilbert.edu

Inquiries may also be directed to the United States Department of Education - Office for Civil Rights.

Hilbert College is an Equal Opportunity Employer