Graduate Assistant for Campus Engagement

The Graduate Assistant for Campus Engagement works to connect residence hall students with major Office of Residence Life & Housing and the Division of Student Life campus engagement initiatives. The GA provides support in areas where departmental priorities and goals intersect with other Division of Student Life units. The GA acts as a marketer, promoter, and spokesperson for departmental and divisional student engagement opportunities. Collaborates with Residence Life & Housing staff and various Student Life units in the development of marketing campaigns and staff training presentations. Direct facilitation of residence hall floor and hall-wide presentations is expected. An emphasis is placed on direct field work and action in this area. While promoting student engagement opportunities may be required for a variety of units, initial emphasis is placed on collaborations with the Career Services Center, International Partners (Office of International Students and Scholars, English Language Institute, and Institute for Global Studies), and the Center for Black Culture. Many of these promotions are expected to be coordinated and facilitated in person in the residence halls and assistantship hours will be non-traditional in nature. It is expected that no less than 60% of assistantship time allocation is spent in the residence halls conducting promotional campaigns and presentations. The Graduate Assistant for Campus Engagement is supervised by the Assistant Director for Student Engagement and Assessment and receives direction from each of the Associate/Assistant Directors and the Communications Specialist.

Community Engagement Responsibilities:

- Collaborate with Career Services Center (CSC) to develop a series of promotions for residence hall students related to the CareerMap, Career Counseling programs, walk-in assistance services, various career fairs, and internship promotions. Meet with Career Services professional staff to develop a comprehensive knowledge of initiatives and create marketing campaigns for residence hall students. Serve as a primary point of contact for Residence Life staff who wish to host a Career Services presentation in the residence hall. Assist with program development and liaison with CSC staff to identify facilitator.

- Develop and deliver presentations for floor-level, hall-level, and Community Council groups. Develop training sessions for in-complex staff meetings related to CSC engagement opportunities. Engage in training experiences with CSC staff to develop a high level of familiarity with all program offerings. Establish and promote 5 office hours per week in the CSC resource library to facilitate individual meetings with Residence Life staff designed to further staff understanding of CSC program offerings. Complete training through CSC in order to facilitate workshops in the residence halls.

- Collaborate with CSC and Office of Residence Life & Housing professional staff to enhance the RA Internship and Leadership Exploration program Resume Writing Workshop and Interview Workshop series. Develop promotions for the series, assist CSC professionals with workshop facilitation, and conduct program assessment. Develop formal proposals for program enhancement.

- Assist CSC professional staff with the marketing and implementation of various career fairs on campus. Develop residence hall student involvement initiatives and create special programs specifically designed to first-year student involvement in career fair events.

- Collaborate with Center for Black Culture professional staff and with the Residence Life & Housing Communications Coordinator to promote residence hall student participation in CBC and related student organizations programming efforts. Meet with CBC staff and student leaders to develop a
comprehensive understanding of programs, events, and student opportunities. Work with the Residence Life & Housing Communications Specialist to disseminate information and promote campus activities related to cultural programs and initiatives for underrepresented populations.

- Collaborate with campus partners working to support international initiatives on campus including Office of International Students and Scholars, English Language Institute, and Institute for Global Studies. Meet with campus partners to develop an understanding of opportunities, initiatives, and events.

- Collaborate with English Language Institute to develop ways to partner with their CAP cohorts to create a more complete transition into the residence halls for CAP students.

- Under the direction of the Assistant Director for Student Engagement and Assessment, assist with the planning, development, and implementation of large scale Residence and Housing Engagement Events and Initiatives.

- Under the direction of the Assistant Director for Student Engagement and Assessment, assist with the planning, development, and implementation of on-going meetings of the Student Engagement Advisors (SEA) and provide support to their projects and initiatives.

- Under the direction of the Student Engagement Coordinator provide assistance with Student Engagement initiatives and programs hosted at campus Student Engagement Centers. Provide assistance with event and space reservations and management for campus Engagement Centers.

- Review NSSE and internal assessment data and make proposals to enhance student engagement.

- Attend and contribute to fall Resident Assistant training in August as well as training during the academic year.

- Assist with opening weekend logistics, major programs, and move in processes.

- Participate in all department-wide staff recruitment, selection, and training activities.

**Qualifications:**

Graduate Assistants must be full-time, matriculated students in a graduate program to be eligible for this, or any graduate assistantship. Additionally, the Graduate Assistant must meet all requirements of the University of Delaware Graduate Student Appointment and must abide by all policies and guidelines specified by the Office of Graduate and Professional Education: [http://grad.udel.edu/policies/#fellowship-assistantship](http://grad.udel.edu/policies/#fellowship-assistantship).

The Graduate Assistant should have:

- A genuine interest in and willingness to work with students.
- An understanding of student attitudes, concerns, and issues.
- Creativity and the capacity to successfully present through public presentations and publications.
- Demonstrated ability of organizational, computer and communication skills.
- Demonstrated ability to work independently and within group settings.
- Demonstrated ability to take the initiative in setting and achieving goals.

Successful candidates will have had experience in one or more of the following areas:

- Residence Life/Housing
- Student leadership
- Campus housing
- Volunteer/Service projects
- Student Activities
- Campus Programming

The Graduate Assistant position will require evening and weekend commitments.

**Compensation:**

- Graduate tuition for the fall and spring semesters
- Stipend: $17,500 for academic year paid bi-weekly (2015-2016 rate; rate would be adjusted for live-on assistantship)

*The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at: [http://www.udel.edu/aboutus/legalnotices.html](http://www.udel.edu/aboutus/legalnotices.html)*