



Graduate Assistant Job Description

Job Title: Graduate Assistant for Mission Integration

Department: Campus Ministry/Student Affairs

Reports to: Laura Kline

Summary:

The Graduate Assistant will work as a member of the Mission Council, in close cooperation with the Office of Campus Ministry and Division of Student Affairs to implement strategic plans set forth by the Mission Task Force. This role will involve creating consistent and ongoing messaging and development for mission formation through resource creation, workshop coordination, and additional programming. The Graduate Assistant will be considered and act as a Student Affairs staff member. This is a temporary, part-time position to begin in the Fall of 2022, for an appointment of one academic year, with the potential to continue for duration of student's academic tenure at Bellarmine.

Essential Functions:

Major Tasks and Responsibilities

- *In cooperation with members of the Mission Council, create mission integration workshop. Facilitate at least five workshop trainings for faculty and staff through outreach and coordination with academic/staff departments.*
- *Review current retreat offerings within the Division of Student Affairs and update retreat resources on Microsoft Teams. Research retreat best practices and create long-term proposal for consistency and mission-alignment.*
- *Create and implement programming focused on student engagement with university mission.*
- *Lead campus-wide audit of physical and visual representations of religious traditions and interfaith welcome on Bellarmine's campus and recommend updates and proposed budget.*
- *Compile resources and best practice support for faculty and staff in mission integration and implementation, including the creation of a dynamic Speakers Bureau on issues relating to mission. Work with the Information Technology Department to populate a OneBellarmine page for Mission.*
- *Work with Office of Marketing and Communications to create a Mission webpage on bellarmine.edu highlighting the work of the Mission Council, opportunities for training workshops, and spotlighting exemplary programs/individuals/departments within the framework of mission implementation.*
- *Coordinate creation of mission messaging videos for 1) faculty/staff and 2) students, in collaboration with the Office of Marketing and Communications, soliciting current faculty, staff, and student testimonials.*

- *Attend and report out at bi-monthly working Mission Council meetings and convene subcommittee meetings.*
- *Meet regularly with Mission Council co-chairs.*

Required Qualifications:

- *Must be a regularly admitted graduate student in good academic standing in their program and school*
- *Must maintain active status throughout the duration of the graduate assistantship*
- *Must be able to regularly work between 10 and 13 hours a week, not to exceed 20 hours per week, and can be spread out over three semesters (fall, spring, summer)*
- *Commitment to the mission of Bellarmine University and its inclusive Catholic identity*

Education, Knowledge, Skills, Abilities:

- *Ability to work collaboratively with faculty and staff and diverse student populations*
- *Excellent written and interpersonal communication skills*
- *Excellent presentation and meeting facilitation skills*
- *Professional demeanor and presentation*
- *Effective time-management and task prioritization skills, self-motivated*
- *Ability to analyze information and identify solutions*
- *Exhibits personal integrity, responsibility, and accountability*

Preferred Qualifications:

- *Familiarity with Catholic teachings, practices, and culture*
- *Comprehensive programming experience, from ideation to execution and assessment*

Supervisor Responsibility (if applicable):

- *Some supervision of student staff, with minimal responsibility*

Work location:

Work location is flexible and may be hybrid or fully in-person. At least 1/3 of hours should be spent in the office or on-campus. A designated workspace with computer will be available in the Campus Ministry Office (CNHH 106).

Note:

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by their supervisor.

Human Resources Use:

FLSA:	Job Group:
CUPA Code:	Grade:

Date approved:
Approved by:

Last revised:
Revised by: