



Graduate Student Assistant 2024-25 Position Description

Job Title: Student Organization Support

Department: Student Activities

Supervisor/Contact: Kaitlyn Nally, Assistant Director of Student Activities

Summary:

This graduate assistant position is an exciting opportunity to work with the Student Activities Center and Student Government Association in planning, implementing, and evaluating programs and resources to bolster student involvement and support our student organization populations. This collaborative position will also assist the Student Activities team in offering engaging and fun weekend and evening programs. This will be a hands-on graduate assistantship that provides experience in content creation, assessment and evaluation, programming, student development, and leadership development with a team of passionate, student-centered practitioners.

Essential Functions:

Major Tasks and Responsibilities

- Develop tailored resources for university student organization leaders and advisors, offering guidance on program planning, event promotion, risk management, and adherence to University policies.
- Collaborate with the VP of RSO Affairs within the Student Government Association to deliver comprehensive training and support services for student organizations and their leaders.
- Drive awareness of SAC initiatives and events through diverse communication channels such as social media, campus newsletters, and targeted outreach efforts.
- Design and execute training sessions for RSOs, including monthly LeadershipU workshops, semesterly Executive Leadership Summits, and other relevant programs.
- Conduct personalized consultations with RSO leaders to provide support and identify areas for organizational enhancement.
- Host biannual luncheons to foster connections with organizations and assess their needs.
- Contribute to the planning, coordination, and execution of campus-wide events, including leadership conferences, student organization fairs, and recognition ceremonies.
- Provide administrative assistance, including data entry, meeting scheduling, and maintaining accurate records of RSO interactions and program outcomes.
- Support University-wide retention initiatives as needed.

Required Qualifications:

- Maintain regular in-person office hours (can be virtual if deemed appropriate by SAC staff)
- Must have flexible work hours; some evening and weekend work requirements
- 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

Education, Knowledge, Skills, Abilities

- Background in programming, planning, implementation, and evaluation
- Ability to work with a diverse student population
- Strong organization, communication, and leadership skills
- Ability to serve as a role model for undergraduate students
- Competence in technology; proficiency in Word, Excel, PowerPoint, and Canva
- Highly motivated and enthusiastic
- Possess demonstrated past leadership experience

Preferred Qualifications:

- Creative and resourceful
- Able to work independently
- Critical attention to detail
- An understanding of the value of out-of-class student involvement

Work location and schedule:

This position will preferably be in-person and the workspace would be located at Bellarmine University in the Student Activities Center. Options for remote work can be approved if deemed appropriate by Student Activities Center staff.

Notes (if needed):

This is a very undergraduate student-facing position and comes with opportunities for student advising and development.

For any questions about this position, please contact Kaitlyn Nally, Assistant Director of Student Activities.