



# Job Posting

Position	Department	Reports to	FTE	FLSA Class
Student Involvement Graduate Assistant	Student Involvement	Director of Student Involvement	.35	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

**Scope of Responsibilities:** The main responsibility of the GA is to assist the Director of Student Involvement in leadership, presence, and program execution in student organizations for a minimum term of 2 years.

### Essential Responsibilities:

Intended to average 20 hours per week plus training

1. Participate in Student Involvement Training and student leadership initiatives
2. Advise the Student Activities Board (SAB) and & Action in program planning and implementation
3. Provide secondary support for Student Senate and First-Gen Student Success
4. Weekly bi-weekly one-on-one meetings with SAB and & Action coordinators(1 hrs)
5. Attend weekly SI Coordinator meetings
6. Attend SAB and & Action meetings weekly
7. Plan and execute campus events sponsored by SAB and & Action
8. Provide general presence at designated campus events
9. Attend two meetings each week with the Director of Student Involvement
10. Assist Director of Student Involvement with administrative tasks such as tracking event sheets, completing assessment documents, and updating documents
11. Manage the Office of Student Involvement, including 8+ office hours and coordinating student worker schedule each session
12. Facilitate development opportunities for student coordinators through weekly development meetings and other student leadership training
13. Manage two days of Joust leadership
14. Optional other responsibilities such as Student Affairs/GEM meetings
15. Other duties as assigned

### Qualifications:

#### A. Minimum:

1. Bachelor's degree completed
2. Enrolled (or intend to enroll) as a graduate student
3. Vision for leadership development
4. Administrative abilities
5. Must enjoy students and have a mindset of mentoring undergraduate student employees under supervision.
6. Should lead in a way that sets a good example



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7. Should be a positive individual with a likable personality and excellent social skills
8. Needs to have a team-player mentality and be flexible
9. Communicates effectively one to one and in small group
10. Strong Christian faith, commitment, and volunteer service experience.

## B. Preferred:

1. Previous Student Involvement/Campus Life experience
2. Pursuing a Master's Degree in Higher Education or Counseling from Grace College

## Compensation

1. Full Tuition Benefit for graduate program (requires paperwork each semester)
2. \$5,000 stipend paid monthly between August and May
3. GA meal plan included

**Status: Part Time; Exempt**

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

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