



DEPARTMENT OF
CAMPUS INVOLVEMENT

Connecting Students, Campus and Community

ST. CLOUD STATE UNIVERSITY

General Position Description

Program Adviser Graduate Assistant

Five Program Adviser Graduate Assistant positions are available in the Department of Campus Involvement for 2012-2013. Two positions are available with the University Program Board (UPB); one with Student Organizations; one with Civic Engagement; and one with Fraternity/Sorority Life. Interviews will be conducted to determine best fit for each program area.

Educational Objective(s):

To provide the graduate student with practical experience in Student Life & Development. Program Advisers will work with students and department staff, focusing on skills development in the following areas: student advisement, event/program planning, development and administration, marketing, data management, recruitment, public relations/communications, leadership development, education, facilitation, evaluation and assessment. There are opportunities to establish working relationships with various campus and community organizations and constituents.

Using a learning contract, along with their immediate supervisor, the GA Program Adviser will design and plan structured strategies which will result in building these essential student affairs competencies:

- Advising & Helping
- Assessment, Evaluation, & Research
- Equity, Diversity, & Inclusion
- Ethical Professional Practice
- Event Planning & Management
- History, Philosophy, & Values
- Human & Organizational Resources
- Leadership
- Personal Foundations
- Student Learning & Development

Qualifications: A Bachelor's degree from an accredited institution and admission to a graduate program at St. Cloud State University. Significant experience in civic engagement or service-learning, event planning, project management, and advising preferred – including working with students, community partners, faculty, staff, and student organizations. Students pursuing the field(s) of higher education, student affairs, public administration, counseling, or related fields preferred. Excellent organizational, program planning and projection, and oral and written communication skills required, along with a willingness to learn, accept feedback, and provide direction to undergraduates. A student must be admitted to the School of Graduate Studies, be in good academic standing and be enrolled full-time each semester of the appointment. International students, as well as U. S. citizens and residents, are eligible to apply. Must be in good standing with the University and consent to a Code of Conduct & /or background check as well as a reference check.

Compensation:

\$10,000 per academic year. In addition to the salary/stipend, full-time graduate assistants are eligible for a tuition waiver. The tuition waiver covers up to and including eight graduate credits per semester for the academic year and in-state tuition for any remaining credits. GA Program Advisers also have professional development opportunities – which may include attendance at local/regional/national conferences as approved by supervisor.

To Apply: Screening of applications will begin on January 9, 2012 and will continue until position is filled. Apply by sending a cover letter, resume, and 3-5 references including names, relationship to you, email, and telephone number to: **Beth Knutson-Kolodzne, Associate Director, Department of Campus Involvement,** beknutsonkolodzne@stcloudstate.edu.