



DEPARTMENT OF
CAMPUS INVOLVEMENT

Connecting Students, Campus and Community

ST. CLOUD STATE UNIVERSITY

Position Description

Program Adviser Graduate Assistant University Program Board

Educational Objectives: To provide the graduate student with practical experience in program planning. Emphasis will be in the areas of university and community relations, special events, marketing advising, program planning, implementation and evaluation. There are opportunities to establish working relationships with various campus and community organizations and constituents.

Using the learning contract, along with their immediate supervisor, the Program Adviser Graduate Assistant 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

Specific Program Responsibilities:

- Develop comprehensive events for the campus community that supports the academic mission of SCSU.
- Serve as the adviser of between one and three University Program Board committees per year. This includes attendance at weekly meetings (one-on-one with coordinators, board meeting, etc.) and events planned by the committee, training, advising and evaluation of student coordinators and committee members, and collaboration with other campus departments and organizations.
- Provide training and support to students in the areas of leadership development, programming, budgeting, conflict resolution, time management, recruitment and retention of committee members, communication skills, and effective meeting facilitation.
- Develop and apply knowledge in the area of student development theory as it relates to position responsibilities.
- Accompany student groups to conferences, meetings, events, and retreats held off campus.
- Participate in University-wide committees such as SCSU Kick-Off and Family Weekend.
- Serve as a member of the University Programming Department's management team.
- Work on special projects as assigned by the Director. (i.e. Web design, sponsorships and grant writing, database management, graphic design, volunteer recognition, on-line initiatives such as surveys and ticketing.)

General/Overall Department Responsibilities:

- Actively seek out and participate in ongoing professional development
- Aid in risk management, conflict resolution and problem solving among constituent groups
- Apply student development theory in your daily work
- Attend required weekly meetings (i.e. dept., 1-on-1's, etc.)
- Build and maintain relationships with a variety of constituent groups
- Collaborate internally and externally to accomplish program goals
- Communicate professionally and effectively with others
- Develop a working knowledge of University and Departmental policies and procedures
- Develop and present workshops on topics related to mission of office/department
- Educate oneself about social justice and inclusion
- Engage in ongoing assessment practices
- Engage in program planning which is inclusive, represents best practices, current trends, and remains within budget parameters

- Engage in research necessary to successfully accomplish program objectives
- Participate in required department-wide events, trainings, and conferences
- Provide advisement and mentor Program Assistants and other students
- Report violations and concerns immediately to supervisor
- Represent the department, division and University in a professional and positive manner
- Serve on University-wide committees as appointed
- Utilize technology available and required to fulfill duties

Supervision: The Graduate Assistant Program Advisers for the University Program Board report to the Associate Director for the Department of Campus Involvement – for UPB & Student Organizations. The Graduate Assistant Program Advisers provide supervision, advising, and training. Some activities will involve direct supervision, while others will require independent work with little supervision. A learning contract will be developed with the supervisor. At the end of each semester a review of competency development will occur. GA Program Advisers will also be required to attend regularly scheduled staff meetings.

Appointment Length, Dates & Hours:

The appointment occurs from August 6, 2012 – May 3, 2013 with continuation for a second year commitment if circumstances permit and are amenable to all parties. Position averages 20 hours per week. Hours and expectations vary according to department and program needs. Some early mornings, evenings, and weekends are required.

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.

Qualifications: A Bachelor's degree from an accredited institution and admission to a graduate program at St. Cloud State University. Significant experience in event planning and management preferred. Students pursuing the field(s) of student development preferred. Excellent organizational, program planning and projection, and oral and written communication and advising skills required. 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.

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.