

G.A. for M.S. Higher Education Administration

POSITION:

Graduate Assistant for the M.S. in Higher Education Administration (SCSU)

HOURS:

20 hours per week required potentially including some evening and off campus commitments.

SALARY:

\$5,000 Spring 2012 semester. 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 (8) graduate credits per one semester and in-state tuition for any remaining credits.

RESPONSIBILITIES:

- Provide overall support to the M.S. in Higher Education Administration Program and core faculty.
- Maintain the program's online resources (website) and Facebook page.
- Assist with program endeavors including, but not limited to: creating promotional material, assisting with event organization, assisting with event set-up and take down, and assisting during events.
- Assist with the research and scholarly work of program faculty including researching, writing, and editing support for presentations and publications.
- Assist with technological support such as Microsoft Office, scanning, utilizing database software, Facebook, Adobe Connect, etc. Assist with scholarly and bibliographic searches.
- Attend, participate, and contribute to bi-weekly meetings with core program faculty and other graduate assistants. Also participate in professional development including but not limited to training, collaboration with other campus departments and organizations, and attending regional/national conferences and meetings.
- Work on special projects as assigned.

REQUIREMENTS:

Admitted to an SCSU graduate program.

Be comfortable with quick responses to required tasks.

Communicate promptly and effectively.

Able to manage confidential information.

Technology.

20 hours per week required.

DEMONSTRATED TRAITS:

- A strong interest in the career, professional, and personal development in Higher Education Administration at St. Cloud State University.
- Experience in research, event planning, and graphic design.
- Position requires a strong display of interpersonal communication and written communication skills, presentation skills, and the ability to work both independently and as a team while maintaining respect for the faculty and program needs.
- Be able to manage time between coursework, graduate assistantship, etc. effectively.
- Work effectively with diverse populations.

APPLICATION MATERIALS:

- Application
- Resume

DEADLINES: December 6, 2011

SUBMIT APPLICATION TO:

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