

**Graduate Assistant-Student Life and Engagement
20-Hour Graduate Assistantship Position**

General Description

The Graduate Assistant reports directly to the Associate Dean of Students, Director of Student Life and Engagement.

Primary Duties and Responsibilities

- Assisting with the overall operations of the Office of Student Life and Engagement.
- Assisting with APEX Weekend events.
- Assisting with Freshman Convocation.
- Assisting with the planning, implementation and evaluation of Homecoming activities.
- Assisting with the planning, implementation and evaluation of the Student Organization and Leader Awards program.
- Assisting with the planning, implementation and evaluation of the Unity Celebration.
- Assisting with the planning, implementation and evaluation of First Friday events.
- Assisting the Govs Programming Council with special projects.
- Assisting with the planning, implementation and evaluation of leadership programs.
- Performing other related tasks as assigned by the Associate Dean of Students, Director of Student Life and Engagement.

Essential Functions

- Possess the ability to build and maintain rapport with the student population.
- Possess the ability to assist student groups as they enhance their decision making skills.
- Possess the ability to work independently and to collaborate effectively with others.
- Knowledge of current trends in student programming.

Qualifications

Full-time graduate student accepted into an APSU graduate program. Ability to work collaboratively with other staff, faculty, administrators and students to plan and conduct programs. Possess strong interpersonal and communication skills, writing ability, and computer skills. Able to work as a team player. Must meet University requirements to become an authorized driver for off-campus trips.

Point of contact: Victor Felts
Associate Dean of Students
Director of Student Life and Engagement