University of Massachusetts Amherst

On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Internship

Application Deadline: To ensure consideration email your resume, cover letter and application form to gasearchse@umass.edu by the priority date of August 11, 2017. This vacancy notice will remain posted and applications may be submitted until the position is filled.

Job Description (No Clerical duties permitted):

General Summary of Position
The Graduate Intern, Graduate Assistant for Governance will participate with the Student Activities and Involvement (SAI) supervisor in the advisement of the Student Government Association (SGA) on organizational, operational, and program development, and on provision of services to Registered Student Organizations (RSO). This internship provides opportunities to gain experience in group advisement and development, event management and assessment, and working with various constituencies. Reappointment is dependent on department need, experience, satisfactory performance evaluation, academic standing, and funding availability. Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

Duties and Responsibilities
1. Oversee all aspects of daily operations of the SGA: assess events for needs and parameters, approve events, ensure compliance with the university policy, assess risk and implement management strategies, conduct contract negotiation, and oversee after-assessment and research.
2. Advise and instruct the RSO Council System on budget planning, travel, event management, risk management, organizational development, and student group advocacy work with the SGA.
3. On behalf of SGA, serve as consultant to colleagues from Student Affairs and Campus Life, academic and administrative departments, as well as agencies within Student Engagement and Leadership (SEL).
4. Participate in regional, national and international professional organizations involved in student governance and advocacy
5. Serve on all SEL agencies’ advisory boards to represent interests of SGA and SAI.
6. Oversee and provide research on SGA projects, including but not limited to: governance structure, the new register student organization process, and Senate, Executive governance, and advocacy work.
7. Support SAI in student group advising on programming, funding allocation, and training from campus departments.
8. Related duties as assigned by supervisor.

Supervisor: Lydia Washington, Associate Director, Student Activities and Involvement

Compliance Requirements
Graduate students filling assistantships in Student Affairs and Campus Life have specific expectations placed on them as employees of the University of Massachusetts Amherst. Among these is the requirement to fulfill reporting responsibilities as prescribed and required under applicable federal and State laws. These include but may not be limited to requirements under Title IX; Clery Act; FERPA; HIPPA; Massachusetts Conflict of Interest laws. Additionally, this applies to adhering to University policies and agreements (e.g., collective bargaining agreement).

Fulfilling these expectations includes addressing and reporting related violations by students, staff, faculty or others. Related training will be provided to all SACL graduate assistants. These expectations may be amended in conjunction with changes in Federal and/or State mandated reporting requirements, and/or University policies or agreements. Graduate students unwilling to meet these requirements are not eligible for appointment to a SACL graduate assistantship.

Experience Required:
1. Enrollment as graduate student in good standing during entire term of appointment.
2. Eligible for appointment to this assistantship, as determined by the Graduate School.
3. Available to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.
5. Graduate student in a related degree program.
6. Experience in or demonstrated knowledge of event planning.
7. Knowledge of, or, experience with diverse student populations; willingness to address diversity issues related to event development and student group services.
8. Ability to work with diverse student leaders and department staff.
9. Ability to communicate effectively both orally and in writing.
10. Skills in time and budget management.
12. Flexible schedule depending on workload and event schedules.
13. Ability and willingness to work evening and weekend hours as necessary.

Additional Information:

Dates of Appointment: From 08/27/17 To 05/26/18
Hours/Wk  20          Stipend $  25.23

How to Apply:          Call ☐   In Person ☐   Submit Resume ☐

Dept. Name :  Student Activities and Involvement   Contact Person: Colette Nadeau,
Personnel Coordinator, cnadeau@umass.edu

E-Mail contact:  gasearchse@umass.edu

Bldg. Address:  321 Berkshire House   Phone: 413/545-3604