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 gasearchSAI@umass.edu by the priority date of May 29, 2018. This vacancy notice will remain posted and applications will be accepted until the position is filled.

Job Description (No Clerical duties permitted):

General Summary of Position

The Graduate Assistant for Academic Organizations works as a staff member of Student Activities and Involvement (SAI) to advise the assigned council (Academic Council) and its member organizations in all aspects of operations, including leadership development, event management, and program development. Requires working closely with all areas of Student Affairs and Campus Life (SACL) and with offices from the academic units. Assist with general SAI programs and processes. This assistantship provides an opportunity to gain experience and further professional development in student activities advising, communication, programming, and event management as well as student leadership development in a large, complex university setting. Reappointment is dependent on department need, experience, satisfactory performance, 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. Serve as advisor for the Academic Council and the member organizations.
2. Assist with the advising and event management of the program initiatives and events of the Academic Council and its member organizations.
3. Design and deliver developmental programs/workshops for the Academic Council and the member organizations.
4. Work collaboratively with academic departments which share oversight with member organizations.
5. Provide council and member organizations assistance with protocols and systems (budget, travel, etc.)
6. Where applicable, serve as a liaison with the national sponsors of campus organizations (honor societies, etc.)
7. Participate in planning and executing events within SAI including First Week, Homecoming, UMass Night Out, Winter Expo, The Sammies award ceremony, and others as needed.
8. Assist with coverage of weekend and evening events (event support).
9. Participate in SACL and departmental trainings in August.
10. Perform other related duties as assigned.

Supervisor: Director, Greek Affairs

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. Experience working with academic organizations and programs.
6. Ability to work with diverse student leaders and department staff.
7. Ability and willingness to work evening and weekend hours as necessary.

PREFERRED - Graduate student in a related degree program.

Additional Information:

Dates of Appointment: From 08/26/18 To 05/25/19

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: gasearchSAI@umass.edu

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