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
A member of Student Activities and Involvement (SAI), the Graduate Assistant for Student Organization Resources will manage and supervise student staff of the Student Organization Resource Center (SORC) providing support and information to Registered Student Organizations (RSOs) and SAI staff. This internship offers opportunities to: apply theories of student and organizational development, gain practical experience in student activities and event planning, and utilize techniques of program management. Reappointment is dependent on department need, performance evaluation, experience, 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. Assess support and resource needs of RSOs and SAI customers on an ongoing basis by working closely with SAI event scheduling coordinator, other staff, and RSO and student government leaders; develop, propose and implement ways to meet those needs.
2. Work closely with SAI staff on large RSO events & Officer Orientation program.
3. Interview, hire, train, schedule work, supervise, and evaluate performance of SORC student staff, including Assistant Manager, Organization Resource Specialists (ORS), and Event Consultants (ECOs).
4. Oversee the event development process - including communication, completion of forms, and event implementation, documentation, and evaluation - by working closely with RSO leaders and ECOs.
5. Oversee social media and marketing initiatives for SAI and the SORC.
6. Participate in Student Affairs and Campus Life (SACL) and departmental trainings in August.
7. Other related duties as assigned.
Supervisor: Associate Director Student Activities and Involvement, or designee

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 in or demonstrated knowledge of event planning or student governance in a higher education setting.
6. Ability to train and supervise students; time and/or budget management skills.
7. Knowledge of, or experience with, diverse student populations; willingness to address diversity issues related to event development and student group services.
8. Excellent communication skills.
9. Ability to use MS Word, Publisher, and Excel in Windows or comparable computer software; experience using the Internet for Web pages and email.
10. Must be highly motivated and willing and able to take the initiative when necessary.
11. 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