University of Massachusetts Amherst

On Campus Graduate Assistantship Vacancy Notice

Completed form should be mailed to Gradappt@grad.umass.edu to be posted at http://www.umass.edu/gradschool/assistantship/job_post.htm

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 Graduate Student Organizations (GSOs) will participate with the Student Activities and Involvement (SAI) supervisor and staff in the advisement of GSOs on organizational, operational, and program development. 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. Serve as SAI advisor for GSOs regarding organizational development, operations, event management and other initiatives, including budget management and funding requests to GSS and other funds.
2. Provide instruction on meeting administrative requirements and utilizing systems (budget, travel, etc.).
3. Collaborate with SEL and SAI staff and GSS officers and staff to educate and assist GSO leaders in their leadership roles.
4. Design and deliver developmental programs/workshops for GSOs in collaboration with SAI staff.
5. Work collaboratively with and/or serve as liaison to other UMass departments affiliated with GSOs.
6. Provide event support for weekend and evening GSO events as appropriate.
7. Provide resources to GSO leaders on maintaining media such as website, Facebook as needed.
8. Attend Student Engagement and Leadership (SEL) cluster and SAI staff meetings.
9. Advise GSOs on planning co-sponsored events with other student organizations, including the Graduate Student Senate (GSS).
10. 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.
11. Participate in Student Affairs and Campus Life (SACL) and departmental trainings in August.
12. Perform other related duties as assigned

Supervisor: 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. Experience in or demonstrated knowledge of required duties.
6. Willing to address diversity issues in all aspects of duties; ability to work with diverse student leaders and staff.
7. Ability to communicate effectively both orally and in writing.
8. Ability to use Windows or comparable computer software applications, Internet, and online social media.
9. 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