



Graduate Assistant for Student Life

Job Responsibilities:

The Graduate Assistant for Student Life will assist in all functions of the Student Life Office including, but not limited to, student programming, student clubs and organizations, and social media. This position has flexibility based on the interest of the candidate.

Duties include:

1. Assist with brainstorming, planning, implementation, and execution of various events, programs, and activities on campus or virtually, including those of a social, educational, cultural, or thematic nature.
2. Be exclusively responsible for planning and implementing at least one social program/activity per semester and at least one cultural or educational program/activity per semester.
3. Serve as the primary advisor or co-advisor to the student organization of your choice
4. Assist with the planning and execution of leadership training programs for student leaders, especially club officers, and/or new student orientation programs.
5. Serve as a resource to student organizations, club leadership, and their advisors to ensure groups have an understanding of requirements and expectations. This may include attendance at organizational meetings or individual meetings with officers as requested.
6. Monitor and/or record club activities, including fulfillment of expectations, attendance, rosters, financial transactions, etc.
7. Assist in the general functions of the Student Life office, including support with contracts, invoices, billing, and purchase requests, including representing the office in the broader college community, i.e. potential membership in committees, attendance at Student Success division meetings, etc..
8. Assist with the preparation and ongoing revision of the Student Organization Handbook and Student Government Association Constitution (as the need arises).
9. Meet formally on at least a weekly basis with the supervisor and maintain regular office hours as negotiated (20 hours per week).
10. Travel minimally to Education Centers and local/regional meetings.

Compensation:

Full tuition waiver (in-state or out-of-state) and a stipend of \$5,500 per academic year.

Term of Appointment:

One-year assignment, renewable for second year, beginning in mid July, with potential paid summer hours available.

Supervisor: Rob Velella, Student Life Coordinator

Comments or questions should be directed to:

Rob Velella (he/him/his)

Student Life Coordinator

Westmoreland County Community College

145 Pavilion Lane / Youngwood, PA 15697

velellar@westmoreland.edu | 724-925-4055

It's okay to text Rob! 412-626-7005