TITLE: Graduate Student Assistant – VC

COMPENSATION: $9,076/academic year plus 8 credits of tuition/semester

BASIC FUNCTION AND RESPONSIBILITY:

The Graduate Student Assistant is responsible for assisting the Director and Associate Director with the functions and overall operation of the Center for Student Enrichment with an emphasis on academic service learning initiatives and advising the NMU Volunteer Center.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Coordinate the Academic Service Learning Student Experience Survey, Faculty Survey, and Community Survey and explore additional opportunities for ASL assessment and research.
2. Assist with the maintenance of the academic service learning website.
3. Co-coordinate efforts to involve more faculty with academic service learning.
4. Co-coordinate efforts to establish on-going relationships with designated community partners.
5. Provide designated faculty with logistical support for academic service learning projects.
6. Co-coordinate promotional campaigns to familiarize students with academic service learning.
7. Assist with the expansion and coordination of the Academic Service Learning Advisory Board.
8. Assist with efforts to provide greater recognition for faculty involved with academic service learning.
9. Provide advisement and support for the NMU Volunteer Center.
10. Coordinate the Michigan Service Scholars program.
11. Coordinate “Coffee with the Community,” which includes administering the Community Partner Needs Assessment.
12. Coordinate “Breakfast with…” series or any special guest events.
13. Assist with the coordination of Center for Student Enrichment First Year Experience presentations.
14. Assist with the development of a new approach for *Skill Builders!* for student organizations.

15. Provide coordination for Fall Fest.

16. Assist with Student Leader Fellowship Program interviews.

17. Develop a promotional plan for the “Quick Tips for Student Organizations” webinars.

18. Advise/co-advise a Student Programming Organization.

19. Provide coordination for Cat Packs,

20. Prepare reports, answer correspondence, and make presentations as deemed necessary by the Director or Associate Director of the Center for Student Enrichment.

21. Maintain at least eight office hours per week.

22. Attend staff meetings, retreats, and regularly scheduled meetings with the Director of the Center for Student Enrichment.

23. Communicate regularly with the Director and Associate Director of the Center for Student Enrichment.

24. Perform other duties as assigned by the Director and Associate Director of the Center for Student Enrichment.

**SUPERVISION RECEIVED:**

From the Director of the Center for Student Enrichment.

**SUPERVISION EXERCISED:**

None

**MINIMUM QUALIFICATIONS:**

1. Must be a graduate student.

2. Must have a minimum 3.0 GPA.

3. Acceptance into graduate school or currently enrolled in graduate studies at Northern Michigan University.

4. Experience with leadership programs and activities.

5. Above average communication skills – writing, speaking, and listening.

6. Experience as a member of at least one student organization at Northern Michigan University.

7. Experience organizing major projects and events.