

Graduate Assistant for Student Life
Cornish Student Life
Division of Student & Campus Life

Position Summary

Under the direction of the Director of Student Engagement and Support, the Graduate Assistant will support the programming and activities at the Cornish College of the Arts at Seattle University campus at South Lake Union. The Graduate Assistant may be asked to assist with and collaborate on projects in other Student & Campus Life functional areas (i.e., CARE Team, student wellness). Possible projects include research, presentations, benchmarking, web development, assessment, resource development.

Essential Responsibilities

- In collaboration with Student & Campus Life staff and other university colleagues, we develop programs and services that identify and address the specific needs of students located at CCA at SU on our South Lake Union Campus.
- Plan, promote, deliver, and assess regular programs and events for students that create a sense of community and belonging. Support programming developed by other Student & Campus Life offices for the CCA campus.
- Develop new and adapt current programs responding to evaluations and data
- Implement well researched programs designed to maximize impact
- Support intentional programming to support the specific needs of underrepresented and systematically marginalized student populations, in partnership with the Director of the MOSAIC Center.
- Develop and deliver orientation content for new, continuing, and transfer students in the direction of and in collaboration with the Director of Orientation Programs.
- Support with other programming initiatives as requested by supervisor.

Administration

- Represent the office in various capacities, including on committees and at events
- Foster deep relationships with local and national organizations
- Maintain a current and dynamic social media and web presence
- Participate in departmental strategic planning and assessment efforts
- Research relevant health and wellness topics, disseminating information
- Other duties as assigned

Anticipated Work Schedule

This is a 9-month position from September 2025-May 2026. The Graduate Assistant will work an average of 20 hours per week, \$24.62/hour, paid semi-monthly. Some nights and weekends are required for programming. The Graduate Assistant will meet regularly with the Director for Student Engagement & Support to discuss progress and learning.

Minimum Qualifications and Skills

- Exhibit success in working with students
- Be a current or entering graduate student at Seattle University.
- Have an appreciation for student development within the context of a Jesuit Catholic university.
- Demonstrate a commitment to social justice, ethical decision-making, and integrity; success in mentoring students; and exceptional written and verbal communication skills.
- Uphold privacy with confidential and sensitive information; complete FERPA training.
- Express a commitment to social justice, and demonstrate an ability to apply this analysis to all departmental initiatives
- Possess exceptional written and verbal communication skills
- Serve as a positive, engaged member of a small team with the ability to work independently
- Sustain a visible presence through regularly scheduled office hours(20/wk.), event attendance, and responding to correspondence in a timely manner

Preferred Qualifications and Skills

A successful candidate:

- Will express a willingness to fully engage with and be challenged by the personal growth of a multicultural experience.
- Has experience or interest in research and program evaluation.
- Has interest in exploring methods for restorative and transformative justice.

Apply on Handshake or email your resume and cover letter to nrogers@seattleu.edu.

Supervisor Contact Information

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