

Graduate Assistant – Involvement

Center for Student Involvement Student and Campus Life Team

Position Summary

Under the direction of the Assistant Director of Involvement in the Center for Student Involvement (CSI), this position supports the mission of the Student and Campus Life Team to facilitate students' development as ethical leaders and as agents of change.

The Graduate Assistant (GA) will be responsible for co-advise an organization with the Center for Student Involvement and be responsible for developing programs and resources to support students' leadership formation. As part of the Student Involvement team, the Assistant assists in the leadership, strategic planning, assessment, and overall direction of CSI.

Anticipated Learning Opportunities

The Graduate Coordinator in this role can expect to develop the following **Career and Leadership Competencies**:

- Teamwork & Collaboration
- Critical Thinking
- Creativity & Innovation
- Communication

As a GA Position, individuals applying for this must be enrolled in a Graduate Program. The individual in this role should expect their position to consist of:

Essential Responsibilities

Marketing (30%)

- Develop marketing plans for CSI events, utilizing all the virtual and in-person opportunities to engage students.
- Stay up to date on social media trends and implement these strategies to grow our social platforms.
- Develop marketing to showcase CSI and the resources offered.

Traditions and Event Programming (30%)

- Assist with the selection of and programming for Traditional Programming. This includes Homecoming Week, I <3 SU Week, as well as Senior celebrations.
- Play a key role in developing planning committees, coordinating meeting agendas, managing tasks, and long-term project planning.

ConnectSU Maintenance (15%)

- Support in the assessment of the Involvement Quiz, ideate ways to promote and improve the experience.
- Assist in updating the ConnectSU web and app platform to be more engaging and up to date.
- Be knowledgeable on the system and take part in training campus partners when the opportunity arises.

Organizational Support (15%)

- Help maintain organization of CSI storage offices and storage cages.
- Development and update of CSI supply rentals for student clubs and organizations.
- Establish a running spreadsheet of CSI supplies.

Additional Duties (10%)

- Participate in weekly staff meetings, retreats, and CSI events.
- Participate in weekly 1-on-1 meetings with supervisor.
- Evening and weekend duties as necessary.
- Other duties as assigned or desired.
- Serve on divisional committees and goal action teams as assigned.

Anticipated Work Schedule, Location, and Pay Rate

Work 20 hours per week during the school year, not including breaks or university recognized holidays. This role is for the 2026-2027 Academic Year with the start being at the end of August and continuing until the end of the Spring Term. This is an in-person position located within the Center for Student Involvement on the 3rd floor of the Student Center (STCN 350/360). Graduate Assistants will be paid \$24.62 per hour, subject to tax withholdings and payable in accordance with the University's policies and procedures.

Minimum Work Qualifications and Skills

- The individual in this position must possess a marketing experience that showcases a willingness to engage in impactful marketing strategies.
- The individual in this position must have experience working in a collaborative environment.
- The individual in this position must possess flexibility when new challenges arise and be proactive with addressing issues as they arise.
- The individual is in this position but willing to learn new systems.

Preferred Work Qualifications and skills

- Experience planning, handling logistics, coordinating, and overseeing events is preferred but not required.
- Experience working in student involvement or engagement is preferred by not required.

Minimum Qualifications and Skills

- Exceptional written and verbal communication skills.
- General appreciation and understanding of student development.
- Willingness to engage with complex topics, including but not limited to inclusion and accessibility on campus, financial transparency, and student advocacy.

Application Instruction and Timeline

Please provide a PDF copy of your resume and Cover Letter addressing why you believe you are a fit and how this position will contribute to your personal and professional formation. If you are unable to access the Handshake posting, please email your materials to Peter Vandeventer at Vandeventerp@seattleu.edu.