**Associate Dean of Students for Campus Life**

**Graduate Assistant Position Description**

Campus Life at the University of Arkansas

The Campus Life area, lead by the Associate Dean of Students for Campus Life, includes the Center for Community Engagement, Greek Life, Student Activities, and New Student and Family Programs.

Nature of Responsibility for Graduate Assistant:

General Duties:

* The Graduate Assistant will assist the Associate Dean of Students by managing numerous projects vital to the Campus Life area and the Division of Student Affairs.
* The Graduate Assistant will assist with projects by doing library-based research and web-based research include benchmarking with peer institutions.
* The graduate assistant will participate as a member on several University/Divisional Committees.
* The Graduate Assistant will coordinate the Division of Student Affairs New Staff Orientation three times a year.
* The Graduate Assistant will coordinate the Graduate Assistant Professional Development Series based on the NASPA/ACPA competencies.
* The Graduate Assistant will oversee the Arkansas Student Leadership Forum Process.
* Develop a program to submit to the Women’s Giving Circle grant process and if the grant submission is successful oversee the program.
* Assist as needed with administrative tasks.
* Other duties will be assigned by the Associate Dean of Students.

Graduate Assistant Interview Day:

* Assist in developing, coordinating a marketing strategy for Graduate Assistant Interview Day.
* Collaborate with directors within the Division of Student Affairs for open positions.
* Coordinate and help obtain available resources for perspective candidates.
* Serve as the main contact for perspective candidates through the Graduate Assistant email account.
* Oversee the Graduate Assistant formal and informal application process.

Assessment:

* Work with the Campus Labs representative to train self and understand the Campus Labs Engage platform, HogSync.
* Collaborate with Campus Life directors to design and create surveys for different projects and initiatives.
* Develop and coordinate assessment surveys for Campus Life involvement and engagement, the Arkansas Student Leadership Forum, and more.
* Coordinate the survey distribution and collection rates for the various projects within Campus Life as needed.
* Create final reports for surveys distributed from the offices within Campus Life as needed.
* Develop and write reports as a result from assessment initiatives.
* Assist the Division of Student Affairs Development Office with scholarship applications through HogSync.
* Oversee event requests and promotion boxes on HogSync

Qualifications

Minimum qualifications include the completion of a Bachelor’s degree from an accredited university and enrollment in the Graduate College at the University of Arkansas.

Appointment and Compensation

●20 hours per week (.50 FTE)

●12 month appointment

●in-state tuition waiver included

●salary is $13,200 for the academic year

●limited funds for professional development

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