

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2024-25**



Position Title:	Campus Life Graduate Intern
Type Of Position:	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input checked="" type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	Augsburg University
Institution Description:	Private 4 Year Institution. Augsburg University educates students to be informed citizens, thoughtful stewards, critical thinkers, and responsible leaders. The Augsburg experience is supported by an engaged community that is committed to intentional diversity in its life and work. An Augsburg education is defined by excellence in the liberal arts and professional studies, guided by the faith and values of our diverse student body and shaped by our urban and global settings.
Supervisor:	Firi Dawid, Director of Campus Life
Department Description:	<p>Campus Life creates environments where students can connect, engage, and invest in the Augsburg community. Campus Life recognizes the benefits associated with student engagement outside of the classroom. We provide education and support at Augsburg University through quality transitional programs for new students as well as through leadership and developmental programming.</p> <p>This position works closely with the Director and Assistant Director as well as our student workers to support campus life programming including orientation, student organizations, leadership development initiatives, commuter retention, and more. There is some flexibility to focus more in areas of interest for the candidate.</p>

<p>Appointment:</p> <p><input type="checkbox"/> Academic Year</p> <p><input checked="" type="checkbox"/> 12 Months (flexible)</p> <p>Start Date: (Flexible))</p>	<p>Compensation:</p> <p><input type="checkbox"/> Stipend</p> <p><input type="checkbox"/> Hourly Wage</p> <p><input checked="" type="checkbox"/> Parking Provided</p> <p><input checked="" type="checkbox"/> Professional Development Funds</p>	<p>Remuneration:</p> <p>Week Hours: 20 (some flexibility)</p> <p>Payment Frequency: N/A</p> <p>Additional Notes: Position has not been historically approved for payment. Our department continues to advocate for it to be paid and are making that request again this year. If payment possibility changes we will update this application as soon as possible.</p>
---	---	--

Position Description & Responsibilities

GENERAL STATEMENT OF DUTIES: The Graduate Assistant for Campus Life aims to support campus life programming with an emphasis on retention efforts for Day students who commute to campus, as well as for students involved in leadership programming and student organizations. With the Director and Assistant Director of Campus Life, this Graduate Assistant will manage, assist, and advise programming that provides networking, support, mentoring, and community-building opportunities for the commuter student body. This position will also provide support in leadership development programming, awards and recognition of student leaders, and orientation programming.

PRIMARY RESPONSIBILITIES:

With the primary goal of providing support for matriculation and retention of commuter students on campus, the Graduate Assistant for Commuter Retention will:

Assess the interests and needs of the commuter student body to create and implement comprehensive and developmental student programming that encourages involvement and participation.

Assist in the development and implementation of leadership programming, including the Emerging Leaders Program, Act Six Scholars, Student Leadership Hiring and Training and the Student Leadership Institute.

Assist with the development and implementation of social, educational, cultural, and developmental programs and activities for students.

Assist with the implementation of day new student orientation programs, including Auggie Days, Spring SOAR, and Transfer SOAR, and others as developed.

Assist in advising the Augsburg Student Activities Council and Day Student Government to assist in efforts to provide programming for the student body.

Provide assistance with development of Augsburg Student Leadership Awards.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

Facilitate workshops for student organization leaders.

Participate in college initiatives and committees.

All other duties as apparent or assigned by supervisor.

Qualifications

JOB SPECIFICATIONS:

BA/BS or equivalent required; currently in graduate program specializing in student affairs, education, counseling, personnel administration, or other related field.

Demonstrated cultural competency.

Knowledge and experience in program planning and event management.

Ability to facilitate meetings.

Ability to work effectively and collaboratively in a diverse work environment.

Ability to manage multiple projects simultaneously and to prioritize and organize workflow.

Understanding and knowledge of student/human development.

Ability to set and meet deadlines and be attentive to details.

Ability to lead/teach; work in a team environment; and work independently with little or no supervision.

Ability to maintain confidentiality and demonstrate patience and understanding.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Typical work environment is an office.

Regular phone, computer keyboard, mouse, and monitor use.

Repetitive arm, hand, and finger motions.

Sitting for long periods of time.

Working long or irregular hours; night and weekend duties as needed.

Working in intense work environment, specifically during competing time demands at various points in the year; ex: opening, summer orientation, homecoming, etc.

Frequent to infrequent standing for extended periods of time during various student activities/events and orientation programs.

Working in temperature extremes, specifically summer heat during orientation and outdoor activities/events.

Frequent to infrequent driving/travel for conferences, retreats, and shopping for program materials.

Infrequent lifting and carrying of up to 50 lbs. Related to program setup, etc.

Working in noise level extremes related to music programs/events.

Working near occasional odors related to paint, markers, etc. for programming.

Occasional noise level extremes related to music programs.

Occasional odors related to paint markers for programming.

Application process & requirements

- **Contact Name:** Firi Dawid
- **Address:** 2211 Riverside Ave
- **Phone:** 6123301165
- **Email:** dawid@augsborg.edu
- **Materials Needed:** Cover letter and resume

Instructions for applying: Email materials to Firi Dawid by early deadline of March 1 2024 or final deadline of April 1 2024

Anticipated timeline for scheduling Interviews: Interviews will begin March 18 and end April 5 with virtual and in person options.