

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



Position Title:	Campus Life Graduate Student Worker
Institution Name:	University of St. Thomas
Institution Description:	<p>Founded in 1885, the University of St. Thomas is a private, Catholic, liberal arts university based in the Twin Cities of St. Paul and Minneapolis, Minnesota. St. Thomas is one of the largest and oldest Catholic colleges or universities in the United States and is the largest private college or university in Minnesota. The University offers bachelor's degrees in more than 150 undergraduate majors and minors and 55+ graduate programs. Its graduate programs lead to master's, education specialist, juris doctorate, and doctoral degrees.</p> <p>Mission: Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.</p>
Supervisor:	Jeff Holstein, Assistant Director of Campus Life
Department Description:	<p>The Department of Campus Life creates leadership and involvement opportunities for University of St. Thomas students. Campus Life encompasses campus activities, leadership programs, student clubs and organizations, the create[space], as well as FYE and SYE initiatives. With a commitment to the mission of the University of St. Thomas, the Department of Campus Life promotes purposeful and inclusive co-curricular communities for all students.</p> <p>The Campus Life Graduate Student Worker will work with Campus Life staff to provide administrative support for the Assistant Director of Campus Life and the department as a whole. Staff and the Graduate student worker positions in Campus Life are not traditional M-F, 8am - 5pm positions. Evening and weekend hours are sometimes required to support campus wide programming, leadership development and other department, division or University programs or initiatives.</p>

<p>Appointment:</p> <p><input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months</p> <p>Start Date: August 19, 2024</p> <p>End Date: May 23, 2025</p>	<p>Compensation:</p> <p><input type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <input type="checkbox"/> Professional Development Funds</p>	<p>Remuneration:</p> <p>Hours / Week:</p> <ul style="list-style-type: none"> Academic year: 15 hours/week for 16 weeks at \$18.00/hour per semester Summer: 25 hours at \$18.00/hour J-term: 25 hours at \$18.00/hour <p>Frequency: Bi-Weekly</p>
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Position Description & Responsibilities

The Graduate Student Worker will play a crucial role in Campus Life by assisting with development of leadership development initiative and campus engagement resources for students at St. Thomas. This position involves the coordination and communication of the weekend events email and the Tommie Leadership development email, supporting club workshops, and aiding the rollout of a new app for Tommie Link. A key focus of this role will be analyzing data to create compelling stories that highlight the impact of leadership initiatives and student engagement, using these insights to guide improvements.

Key Responsibilities:

Assist in creating the bi-monthly leadership development email and the weekly weekend events email.

Aid in the logistical planning and day-of-event execution for club leader workshops. Ensure workshops run smoothly, providing support to both organizers and participants.

Assist with the implementation and promotion of the new Tommie Link app. Provide support for app-related activities, ensuring a successful launch and adoption by the St. Thomas community.

Conduct data analysis of leadership emails and the Tommie Link app usage. Translate data insights into compelling narratives and reports that demonstrate the impact and provide actionable recommendations for improvements.

Provide support for various Campus Life events as needed.

Qualifications

- Candidate must have an earned bachelor's degree and must be enrolled in a master's or doctoral program at the University of St. Thomas; maintain a full academic load in that program; remain in good academic standing throughout the entirety of the graduate student employment.
- Successful candidates will demonstrate exceptional organizational and administrative skills; experience working with diverse populations; attention to detail; ability to adapt to challenging situations; team-centered approach to work; understanding of group dynamics, and student development; cultural sensitivity; and a passion for learning about and supporting at-risk students.
- Continuous employment is dependent on a positive ongoing and annual evaluation of work.
- While performing the duties of this job, the employee is regularly required to talk and hear; to sit, walk, and use hands to finger, handle, or feel objects, tools, or controls; to be mobile in a building that may not be handicapped accessible; to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate to high.

Preferred Qualification:

- Strong organizational and communication skills.
- Strong marketing skills, with experience in creating engaging content and promotions.
- Familiar with related software: Tommie Link or Salesforce Marketing Cloud
- Proficiency in data analysis and familiarity with data storytelling techniques.

Application process & requirements

Submit a cover letter and resume via the [position listing on the student employment portal](#).

- Interviews will be conducted starting in April and will continue until the position has been filled. The Assistant Director of Campus Life will notify the candidate via email to schedule interview dates and times after they have applied.

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