

**Leadership in Student Affairs M.A. Program**  
**Graduate Assistantship or Internship Position 2025-26**



<b>Position Title:</b>	Center for Student Achievement and Retention and Student Success Graduate Assistant
<b>Type Of Position:</b>	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
<b>Institution Name:</b>	University of St. Thomas
<b>Institution Description:</b>	(Type of institution, mission, other important descriptors)
<b>Supervisor:</b>	Samantha Sickbert
<b>Department Description:</b>	The Center for Student Achievement intentionally integrates resources to empower students as they navigate academic and professional goals. The center is a collaboration of Academic Affairs and Student Affairs at the University of St. Thomas.

<p><b>Appointment:</b></p> <p><input type="checkbox"/> Academic Year</p> <p><input checked="" type="checkbox"/> 12 Months</p> <p><b>Start Date:</b> June-August 2025 is ideal but negotiable if a student is not able to start until fall</p>	<p><b>Compensation:</b></p> <p><input type="checkbox"/> Stipend</p> <p><input checked="" type="checkbox"/> Hourly Wage</p> <p><input type="checkbox"/> Parking Provided</p> <p><input type="checkbox"/> Professional Development Funds</p>	
---	--	--

**Position Description & Responsibilities**

The Graduate Assistant (GA) for the Center for Student Achievement (CSA) and Retention and Student Success will serve in a capacity to support the daily operations of the Center for Student Achievement. The GA will work 20 hours per week under the supervision of the Retention Outreach Specialist.

This position offers an opportunity for a graduate student to gain experience in program planning, implementation and evaluation, as well as supervision. This position will have the opportunity to develop and grow skills and develop programs within areas of interest that fall under the functions of the CSA.

#### **ESSENTIAL FUNCTIONS:**

Daily Operations of the CSA:

- Provide administrative support and daily operations assistance within the CSA
- Maintain inventory of supplies and resources for the CSA
- Assist with supervision of the Center for Student Achievement student worker staff of 6 - 8 employees
- Assist with the development, implementation and management of social media, website and digital board content for the CSA and its partners
- Assist the Retention Outreach Specialist with the development and implementation of academic support programming
- Assist the Director of Retention and Student Success with projects as needed.
- Utilize Salesforce CRM to support retention projects and efforts
- Research and benchmark best practices related to undergraduate student success
- Support, attend, and participate in campus activities in which the CSA needs to be represented.
- Assist in marketing events within CSA and its partners.

Additionally, the GA will be expected to:

- Help coordinate/host events in the CSA
- Manage space reservations
- Meet regularly with supervisor
- Other responsibilities and duties as assigned

#### **Qualifications**

- A successful candidate will be able to demonstrate an ability/experience working with individuals from all backgrounds.
- Candidate must have an earned Bachelor's degree and must be a degree seeking student enrolled in a masters or doctoral program at the University of St. Thomas.
- Must demonstrate responsibility in program planning experience, and excellent communication with underrepresented and diverse populations.
- Have ability to prioritize tasks and responsibilities.
- Have excellent written and oral communication skills, possess the ability to work cooperatively with staff and outside partners.
- Must be able to meet deadlines, work independently, demonstrate sound judgment and have experience working with college students in a leadership role.
- Candidate must have a working knowledge of social media, website management, operations and the ability to articulate CSA policies and procedures to students, faculty and staff.
- Have availability to work on Fridays and occasional evening/weekend hours as needed.

- The University provides reasonable accommodations to qualified individuals with disabilities who require and request accommodations in order to perform the essential functions of the job.

### **Application process & requirements**

- **Contact Name:** Samantha Sickbert
- **Phone:** 651-962-6323
- **Email:** sick7676@stthomas.edu
- **Materials Needed:** Resume, References

### **Instructions for applying:**

- To be eligible for student employment, St. Thomas students must be degree seeking at the undergraduate, graduate and doctoral levels. Students must be actively enrolled at least part-time in courses for credit. For further information on eligibility please see the Student Employee Toolkit on One StThomas.
- On the University of St. Thomas Jobs page, follow the instructions to complete an online application which includes uploading or creating a resume.
- In light of its commitment to create and maintain a safe learning and working environment, student employment with the University of St. Thomas may require consent and successful completion of a background screening.
- The University of St. Thomas is an Equal Opportunity Employer

### **Anticipated timeline for scheduling Interviews: March - April**