

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



Position Title:	Clubs and Organizations Involvement
Type of Position:	<input checked="" type="checkbox"/> Graduate Assistantship
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 90 major and 60 minor fields of study and more than 60 graduate degree programs in seven academic divisions. 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. Whether providing a program on campus or planning a leadership retreat, Campus Life supports activities that enhance the student experience. Campus Life encompasses campus activities, leadership programs, student clubs and organizations, and spirit 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>Campus Life Graduate Assistants will work with Campus Life staff to provide administrative, advising, supervision, project development and engagement programming for students at St. Thomas. Staff and Graduate Assistant 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>

Appointment: Academic Year	Compensation: <input checked="" type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <input checked="" type="checkbox"/> Professional Development Funds	Remuneration: Hours / Week: Approximately 20 hours Payment Frequency: Bi-Weekly Additional Notes: Compensation for this position includes a stipend of \$8000 and tuition assistance of \$7000 for the academic year (September - May). This Graduate Assistant position is also expected to work 70 hours throughout the month of August to the start of fall classes and will be compensated at a rate of \$15.00/hour. Additionally, this position will work 50 hours during January term that will be compensated at a rate of \$15.00/hour.
Start Date: August 8, 2022		
End Date: May 19, 2023		

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Position Description & Responsibilities

The Clubs & Organizations Involvement graduate position will work with the Assistant Director of Campus Life to plan and implement opportunities, events, and create resources to aid student clubs and organizations. This position will also work directly with student leaders through the Student Organization Committee (SOC) to provide clubs and organizations a voice in the Undergraduate Student Government as well as assisting the creation of new clubs.

- Work directly with over 130+ student clubs and organizations to support their daily operations that include room diagrams, catering, budgeting, and general event planning.
- Plan and coordinate club logistics trainings in collaboration with university departments each fall and spring.
- Coordinate and implement the Fall and Spring Activities Fairs.
- Co-advise the Student Organization Committee (SOC) in reviewing and approving new student club/organization requests and supporting committee initiatives.
- Manage and oversee Tommie Link Organizations, Events, Forms, & Registrations.
- Assist with promotion of Tommie Advantage Curriculum including developing and implementing lesson plans and assessment.
- Assist in various departmental, divisional, and university-wide initiatives or events (Welcome Days, Homecoming, Tommie Fest, etc.)

Qualifications

- Candidate must have an earned bachelor's degree and must be enrolled in a masters 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, 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. It is our intent that graduate students will be employed in the position for up to two years.
- While performing the duties of this job, the employee is regularly required to talk and hear; to sit, walk and use hands to handle or feel objects, tools, or controls; to be mobile in a residence hall 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:

- Experience in a leadership position within a collegiate student club or organization.
- Experience with event management and student supervision.
- Managing social media accounts and creating content

Application process & requirements

Submit cover letter, resume and list of references via [position listing on student employment portal](#)

- Applications will be accepted until the position has been filled
- Interviews will be conducted in March 2022 until the position has been filled. The Assistant Director of Campus Life will notify the candidate via email to schedule interview dates and times.

Contact Name: Jeff Holstein

Email: hols6516@stthomas.edu

Participating At Visit Day: yes no

Will Schedule Interviews for another date: yes no