

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



Position Title:	Student Activities Graduate Assistant
Type Of Position:	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	Hamline University
Institution Description:	Founded in 1854, Hamline was the first university in Minnesota and among the first coeducational institutions in the nation. Hamline University is a private, 4-year institution that provides a world-class education for undergraduate and graduate students. Our faculty, staff and students cultivate an ethic of civic responsibility, social justice and inclusive leadership and service.
Supervisor:	Patrick Haught, Director of Student Activities & Leadership Development
Department Description:	Student Activities & Leadership Development (SALD) provides students with opportunities to enhance their coursework and build leadership capacities through co-curricular activities. The office is responsible for coordinating major campus programs including Homecoming Week and Family Weekend, as well as regular evening and weekend programming such as craft nights, poetry slams, and off-campus trips. In addition to events and activities, students have the opportunity through SALD to become involved with more than 80 student organizations, including the Hamline Undergraduate Student Congress (HUSC) and the Hamline University Programming Board (HUPB). Opportunities for Hamline students to enhance their education through campus involvement are endless; the Office of Student Activities & Leadership Development seeks to help students find those opportunities that are best suited to their individual needs.

<p><b>Appointment:</b></p> <p><input checked="" type="checkbox"/> Academic Year</p> <p><input type="checkbox"/> 12 Months</p> <p>Start Date: Flexible - Late-July or Early-August 2025</p>	<p><b>Compensation:</b></p> <p><input checked="" type="checkbox"/> Stipend</p> <p><input type="checkbox"/> Hourly Wage</p> <p><input type="checkbox"/> Parking Provided</p> <p><input checked="" type="checkbox"/> Professional Development Funds</p>	<p><b>Remuneration:</b></p> <p>Weekly Hours: 20</p> <p>Payment Frequency: \$1,500 monthly stipend</p> <p>Additional Notes: Additional compensation of campus housing may be available, and would require the Graduate Assistant to maintain active status on the Residential Life duty rotation schedule in addition to their Student Activities responsibilities. Please note that the live-on duty rotation option is not required or guaranteed, but may be an option should the successful applicant have interest in additional experience on campus.</p>
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### Position Description & Responsibilities

The Graduate Assistant for Student Activities is a part-time (20 hours/week) graduate assistantship that provides leadership and direction to the Hamline University Programming Board, and assists in the facilitation of a comprehensive Student Activities & Leadership Development program. We seek an energetic and organized individual who is highly committed to student development and the overall student experience, who exhibits an understanding of a multicultural community and enjoys the collaborative environment of a small University.

- Advise and manage 10 student coordinators and programmers on the Hamline University Programming Board (HUPB).
- Oversee up to 50 events per year hosted by HUPB.
- Coordinate major campus wide programs, including Fall Welcome Week, Spring Welcome Week, Fireball Dance, and the End of Semester/Year Parties.
- Recruit, select, and train the Programming Board student staff.
- Implement a strategic advising and evaluation approach to foster learning, growth, and development among members of the Programming Board staff as individuals and as a team.
- Develop and maintain relationships with entertainment agencies, vendors, campus departments, student organizations, and other entities to encourage collaboration and strong partnerships.
- Support, assist and participate in other Office initiatives and programs.

### Qualifications

- Bachelor's degree from an accredited university or college.
- Enrollment in a Master's degree program at an accredited college or university in Higher Education, Student Personnel or a related field at an accredited institution of higher education during the 2025-2026 Academic Year.
- Ability to work occasional evening and weekend hours as required and to travel to off-campus locations.
- Ability to interpret and facilitate policies and procedures related to Student Activities.
- Outstanding ability to multi-task and adapt to changing priorities and tasks.
- Demonstrated strong attention to detail.
- Ability to coach, provide feedback to, and guide others.
- Excellent presentation, written and verbal communication skills.
- Proven ability to work under stress and tight deadlines.
- Outstanding organizational and planning skills.
- Experience with event coordination and vendor contracting preferred.

### Application process & requirements

- Contact Name: Patrick Haught
- Address: 1536 Hewitt Avenue, Mail Stop B1808
- Phone: 651-523-2164
- Email: phaught01@hamline.edu
- Materials Needed: Resume, Cover Letter, and References

Instructions for applying: Submit an application through the [Hamline Careers Site](#). Contact [phaught01@hamline.edu](mailto:phaught01@hamline.edu) with any questions.

Anticipated timeline for scheduling Interviews: March/April