

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2021-22**



Position Title:	Programming Board Co-Advisor and Campus Wide Engagement
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:	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:	Erin Whipkey, 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. 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>

<p>Appointment:</p> <p><input checked="" type="checkbox"/> Academic Year</p> <p><input type="checkbox"/> 12 Months</p> <p>Start Date: (August 8, 2022)</p>	<p>Compensation:</p> <p><input checked="" type="checkbox"/> Stipend</p> <p><input checked="" type="checkbox"/> Hourly Wage</p> <p><input type="checkbox"/> Parking Provided</p> <p><input checked="" type="checkbox"/> Professional Development Funds</p>	<p>Remuneration:</p> <p>Week Hours: Approximately 20 hours/week</p> <p>Payment Frequency: Bi-weekly</p> <p>Additional Notes: Compensation for this position includes a stipend of \$8000 and tuition assistance of \$7000 for the academic year (September – December and February -May). In August, the Graduate Assistant will work 70 hours and will be compensated at a rate of \$15.00/hour. Additionally, this position will work 50 hours during the January term that will be compensated at a rate of \$15.00/hour.</p>
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Position Description & Responsibilities

- Work with the Assistant Director of Campus Life to co-advise the St. Thomas Activities and Recreation (STAR) programming board to plan and implement campus-wide programming for undergraduate students
- Supervise the planning and implementation of campus-wide programming for undergraduate students, which could include live music, weekend programming, outdoor movies, off-campus STAR Adventures and Excursions, STAR Recreation
- Assist STAR Interns to plan and implement events and engagement opportunities to support transfer students and out of state students
- Coordinate and work with representatives from Class Councils (including STAR, USG, RHA, etc.) to plan, promote and implement class-specific events and engagement opportunities for First Years, Sophomores, and Upper-Division students
- Supervise and assist with the development of STAR social media promotional strategies.
- Lead assessment and evaluation efforts for STAR programming by developing evaluation strategies, collecting data, and analyzing results.
- Work with the Assistant Director of Campus Life and the Purchasing Department to organize and coordinate contracts for performers, speakers, and activities.
- Provide support to STAR Interns for Welcome Week, Homecoming events, and other large-scale programs.
- Assist with promotion of Tommie Advantage Curriculum including developing and implementing lesson plans and assessment.
- Work with members of the Department of Campus Life to develop and implement strategies to market, promote, and publicize programs to the campus community.
- Assist in various departmental, divisional, and university-wide initiatives.

Qualifications

- Candidate must be enrolled in a graduate 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 finger, handle, or feel objects, tools, or controls; 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.
- Fully vaccinated for COVID-19 or eligible for legally required exemption such as a medical or religious reason

Preferred Qualifications

- Experience in a student leadership position
- Experience with event management and student supervision
- Experience with managing social media content

Application process & requirements

- **Contact Name:** Erin Whipkey
- **Address:** 2115 Summit Ave. #4204, St. Paul, MN 55105
- **Phone:** 651-962-6134
- **Email:** whipkey@stthomas.edu
- **Materials Needed:** Cover letter, resume, and list of references submitted via the [St. Thomas HR website](#):
[Position listing on HR website for Graduate Assistant: Programming Board Co-Advisor and Campus Wide Engagement position](#)

Instructions for applying: Submit cover letter, resume, and list of references via the St. Thomas HR website:

[Position listing on HR website for Graduate Assistant: Programming Board Co-Advisor and Campus Wide Engagement position](#)

Anticipated timeline for scheduling Interviews: Spring 2022