

**Leadership in Student Affairs M.A. Program  
Graduate Assistantship or Internship Position 2024-25**



Position Title: Student Engagement 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: Concordia University, St. Paul	
Institution Description:	Concordia University, St. Paul is a small comprehensive Christian university owned by the Lutheran Church—Missouri Synod. See: <a href="https://www.csp.edu/about/">https://www.csp.edu/about/</a>
Supervisor:	Kelly Matthias, Director of the Center for Student Engagement
Department Description:	<b>Assistant Directors:</b> <b>Loc Luong (Study Abroad, Student Engagement)</b> <b>Drew Deas (Student Activities, Commuter Programs)</b>

<b>Appointment:</b> <input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months Start Date: (    )	<b>Compensation:</b> <input checked="" type="checkbox"/> Stipend <input type="checkbox"/> Hourly Wage <input checked="" type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds	<b>Remuneration:</b> Week Hours: 10-12 hrs/week Payment Frequency: biweekly Additional Notes:
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**POSITION DESCRIPTION & RESPONSIBILITIES**

The Student Engagement Graduate Assistant will assist the Director of Student Engagement and the Assistant Director of Student Activities in campus-wide programs targeting our commuter student population. The position will support commuter students by delivering a digital monthly newsletter, offering drop-in student events, and hosting a commuter luncheon series. Position will also assist with logistics of planning and executing on-campus events geared toward commuter students.

The position will also support transfer students by managing our Commuter Connector program, a mentorship program for commuter students. The position will support campus service and vocation initiatives that align with the university's strategic goals specific to increasing student retention.

This position will likely require 10-15 hours of work / week.

**QUALIFICATIONS**

Eligible candidates must be accepted into a student affairs, higher education, international education or related graduate degree program

- Self-motivated and able to work independently and also within a team
- Strong interpersonal and intercultural communication skills
- Strong organizational skills and ability to balance multiple projects and responsibilities

**APPLICATION PROCESS & REQUIREMENTS**

- **Contact Name: Kelly Matthias**
- **Address: 1282 Concordia Ave St Paul, MN 55104**
- **Phone: 651-641-8236**
- **Email: [matthias@csp.edu](mailto:matthias@csp.edu)**
- **Materials Needed: Resume required, Cover letter and resume preferred**

INSTRUCTIONS FOR APPLYING: EMAIL RESUME TO [MATTHIAS@CSP.EDU](mailto:MATTHIAS@CSP.EDU) AND [DEAS@CSP.EDU](mailto:DEAS@CSP.EDU)

ANTICIPATED TIMELINE FOR SCHEDULING INTERVIEWS: MARCH-MAY, 2024