

**Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2019-20**



Position Title:	Anderson Student Center 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:	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:	Kevin Manson, Assistant Director of the Anderson Student Center
Department Description:	The Division of Student Affairs is committed to hiring, supporting and encouraging the professional development of students within the Master of Arts, Leadership in Student Affairs program at the University of St. Thomas, Minnesota. The graduate student positions offer an opportunity for a graduate student to gain experience in student center management and operations. This experience affords the graduate student the opportunity to work with a diverse population of students, to develop networking experiences with professional staff members and to apply classroom curriculum to the field of work.

<p>Appointment:</p> <p><input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months</p> <p>Start Date: 8/1/19</p>	<p>Compensation:</p> <p><input checked="" type="checkbox"/> Stipend <input type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input checked="" type="checkbox"/> Professional Development Funds</p> <p>Stipend is for \$4,000 per academic semester. Tuition assistance of \$3,500 per semester.</p>	<p>Remuneration:</p> <p>Week Hours: 20 Hours Payment Frequency: bi-weekly</p> <p>Additional Notes: Responsibilities of the positions are minimally through the academic year of fall and spring semesters from August 1 through May 31st. J-Term, holiday and break periods may be required and would be paid at an hourly wage. Summer work is potentially available as well.</p>
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Position Description & Responsibilities

Job Responsibilities:

- Reports to the Assistant Director of the Anderson Student Center
- Recruit, hire, train and supervise the student employees of Tommie Central, the ASC's main information desk and Bowling.
- Facilitate weekly student staff meetings that take place on Tuesdays and Thursdays from 12:00pm-12:30pm
- Oversee Tommie Central ticketing services, including the coordination of online and in-person sales for University departments as well as recognized clubs and organizations.
- Maintain Bowling space in the ASC including programming, reservations, and physical space.
- Maintaining regular hours during the business day are expected and will be supplemented by evening and weekend hours as necessary for building operations.
- Participate in weekly ASC Leadership Team meetings
- Assist with various departmental and divisional initiatives as assigned by ASC professional staff.

Qualifications

- Must be enrolled in the Master of Arts, Leadership in Student Affairs 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 communications skills and the ability to demonstrate mature decision making in the work environment.
- Continuous employment is dependent on a positive ongoing and annual evaluation of work. It is our intent that graduate students will be employed for up to two years.
- Previous experience with customer service management and staff supervision is preferred, but not required.
- While performing the duties of this job the employee is regularly required to:
 - Talk and hear
 - Sit, walk and use hands to hold, handle or feel objects tools or controls
 - To frequently lift and/or move up to 10 pounds and occasionally lift /move up to 50 pounds
 - Specific vision abilities required by this job include close vision and distance vision.

Application process & requirements

- **Contact Name:** Kevin Manson
- **Address:** 2115 Summit Avenue, Mail 5012, St. Paul, MN 55105
- **Phone:** 651-962-7137
- **Email:** kevin.manson@stthomas.edu
- **Materials Needed:** [Cover Letter](#), [Resume](#), [Professional References](#)

Participating At Visit Day: yes no

Will Schedule Interviews on Campus for another date: yes no