

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



<b>Position Title:</b>	Leadership, Transitions and Engagement
<b>Type of Position:</b>	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
<b>Institution Name:</b>	University of St. Thomas
<b>Institution Description:</b>	<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>
<b>Supervisor:</b>	Jeff Holstein, Assistant Director of Campus Life
<b>Department Description:</b>	<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>

<p><b>Appointment:</b></p> <p><input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months</p> <p><b>Start Date:</b> August 12, 2019</p> <p><b>End Date:</b> May 25, 2020</p>	<p><b>Compensation:</b></p> <p><input checked="" type="checkbox"/> Stipend <input checked="" type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds</p>	<p><b>Remuneration:</b></p> <p><b>Hours / Week:</b> Approximately 20</p> <p><b>Payment Frequency:</b> Weekly, Bi-Weekly, Other</p> <p><b>Additional Notes:</b> The responsibilities of this position run through the academic year (Fall and Spring Semester), from August 12, 2019 to May 25, 2020. This Graduate Assistantship will only work one 20 hour week during the January term. During the academic year (September - May), the responsibilities of the position are 20 hours per week (including one week during January term). In August, the Graduate Assistant will work 100 hours and will be compensated at a rate of \$15.00/hour. Additionally, the one 20 hour week during January term will be compensated at a rate of \$15.00/hour.</p>
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<b>Position Description &amp; Responsibilities</b>	
<ul style="list-style-type: none"> <li>▪ Serve on Welcome Days and Tommie Advantage planning committees.</li> <li>▪ Hire, train and supervise Welcome Days Leaders for Welcome Week programming.</li> <li>▪ Collaborate across the division and campus on planning and implementation for programming that supports students during key transition periods including incoming new and transfer students, out state and out of state students, first generation students, Welcome Days and Commencement weekend programming.</li> <li>▪ Provide advisor support for the Undergraduate Student Government in conjunction with Director of Campus Life and Executive Director of Campus Community and Inclusion.</li> <li>▪ Co-advise the Student Organization Committee in reviewing and approving new club/organization requests, implementing Fall Leadership Institute training and club president dinners and Spring Tommie Award recognition program</li> <li>▪ Plan and coordinate the speaker series for the Sunberg Leadership Canter and the Inclusive Leadership Collaboratory</li> <li>▪ Serve on a cross-divisional leadership committee to plan and implement the Fall Leadership Institute.</li> <li>▪ Assist in various departmental, divisional and university-wide initiatives.</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Preferred qualifications include: past experience in a student leadership position and past experience with event management and student supervision.</li> <li>• 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.</li> <li>• 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 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.</li> </ul>	
<b>Application process &amp; requirements</b>	
<ul style="list-style-type: none"> <li>– <b>Contact Name:</b> Jeanne Kittleson</li> <li>– <b>Address:</b> 2115 Summit Ave. #4024, St. Paul, MN 55105</li> <li>– <b>Phone:</b> 651-962-6132</li> <li>– <b>Email:</b> <a href="mailto:campuslife@stthomas.edu">campuslife@stthomas.edu</a></li> <li>– <b>Materials Needed:</b> Cover letter, resume and list of references submitted via email</li> </ul>	
<b>Participating At Visit Day:</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
<b>Will Schedule Interviews on Campus for another date:</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no