

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



Position Title:	Student Affairs Graduate Assistant - Dougherty Family College
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:	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.
Supervisor:	Doug Thompson, Ph.D.; Associate Dean of Students
Department Description:	The Dougherty Family College offers an associate degree designed to set you up for success, providing a smooth transition to a four-year college. This two-year college program is for promising students who want to obtain a four-year college degree and face financial, academic and social obstacles on the way to their goal

Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year	<input type="checkbox"/> Stipend	Week Hours: Approximately 15 - 20 hours
<input type="checkbox"/> 12 Months	<input checked="" type="checkbox"/> Hourly Wage	Payment Frequency: biweekly
	<input type="checkbox"/> Parking Provided	Additional Notes: \$14.25/hr.

Position Description & Responsibilities

The Graduate Assistant (GA) for the Dougherty Family College (DFC) Student Life is an appointment working approximately 20 hours per week. This individual is responsible for providing support to the student life functions within the Dougherty Family College. The GA will work to ensure that the student organizations and department activities are consistent with the mission and goals of the University of St. Thomas. Also, contribute to a lively, positive, and welcoming student experience.

Responsibilities:

- Assist the Associate Dean of Students in developing, implementing and evaluating programs and activities.
- Advise and support student development.
- Assess program needs and assist in the development of new program initiatives.
- Assist with the production of major programs including Summer Enrichment Program
- Serve as an advocate for students, providing guidance
- Perform other duties as assigned

Qualifications

- Must be enrolled in the Masters 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.
- Experience working with first generation, low income and/or underrepresented students.

Application process & requirements

- **Contact Name:** Doug Thompson, Ph.D.; Associate Dean of Students
- **Address:** 1000 LaSalle Avenue - TMH 301, Minneapolis, MN 55105
- **Phone:** 651-962-8051
- **Email:** dthompson@stthomas.edu
- **Materials Needed:** **Please submit a cover letter and resume to the email above.**

Participating At Visit Day:	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
Will Schedule Interviews on Campus for another date:	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no