



JOB DESCRIPTION

TITLE: **Student Engagement Graduate Assistant**

STATUS: Part-time/Live-In

REPORTS TO: Director of Student Engagement and Residence Life, Dean of Students

Manor College is a small, four-year institution dedicated to providing comprehensive support to a diverse student body. Manor prioritizes fostering a supportive and inclusive community where students can thrive academically, socially, and personally. As part of our commitment to holistic student development, the offices of Student Engagement and Residence Life play pivotal roles in creating a vibrant and nurturing living and learning environment for students.

Position Overview

The Student Engagement Department at Manor College is seeking an interested graduate student to join the Manor College Student Affairs team.

This position is designed to give a full-time or part-time graduate student the opportunity to participate in practical, hands-on experience in the area of Student Engagement programming and student leadership mentoring.

The Student Engagement Graduate Assistant will take an active role within the Manor College campus community, experiencing the day-to-day interactions of a college, amidst dynamic growth and development. In addition to learning more about the profession, and gaining hands-on experience, the Student Engagement Graduate Assistant will also have the opportunity to gain experience in the area of Residence Life by participating in on-call rotation with the Director, Residence Life Graduate Assistant and RAs and assisting with the opening and closing of the residence halls.

Summary

Under the supervision of the Director of Student Engagement and Residence Life, the Student Engagement Graduate Assistant is responsible for:

- Co-advising (along with the Director of Student Engagement) a Campus Activities Board (CAB) which includes:
 - Providing leadership to, supporting, advising, and mentoring assigned members of the CAB Executive Board through regular meetings and interactions
 - Attending weekly CAB Executive Board Meetings
 - Working with CAB members to allocate CAB budget

- Working with agents and performers to negotiate and execute performance contracts
 - Attending and supervising a variety of CAB and Student Engagement events as needed
- Assisting the Office of Student Engagement with program planning and implementation of services and experiences that enhance students' development and leadership skills through the college's LEAD program.
- Assisting in the coordination of special events produced by the Office of Student Engagement, including (but not limited to) the Week of Welcome, Student Affairs Awards, Graduation Picnic, Trips, etc.
- Providing additional support and guidance to student organizations
- Assisting in the development of marketing strategies for events and educational efforts
- Managing the organization and distribution of "This Week at Manor" advertisements
- Attending department and division meetings, as able, and contributing to discussion items and office business
- Working collaboratively with campus offices, departments, and student organizations to develop educational and programming initiatives
- Meeting regularly with the Director of Student Engagement and Residence Life to provide updates, monitor performance, and seek guidance on the graduate assistant experience
- Participate in Residence Life activities and trainings
- Provide night and weekend on-duty responsibilities for approximately up to 85 residential students
- Other duties as assigned

Learning Outcomes

The GA working in Student Engagement will:

- Assist with facilitating engagement opportunities for all students that support the college's student learning outcomes. Collaboration with Student Engagement, Dean of Students, Counseling Health Services and other campus departments will be required.
- Practice appropriate and effective interpersonal communication skills in a variety of professional settings.
- Develop and practice supervisory skills by managing student affairs student workers.
- Practice giving and receiving feedback in a professional setting.
- Serve as a mentor and role model for developing students.
- Identify student needs and direct them to the appropriate departmental offices for support and assistance.

Qualifications:

- Bachelor's degree
- Candidates must be enrolled full time in Higher Education, Counseling, Leadership or related fields.
- Previous undergraduate student leadership experience.
- Candidates must submit all required clearances and documentation.

- Candidates must be willing to commit to a ten-month agreement.
- Ability to uphold the mission and values of Manor College
- Uphold professional relationships with all students.

Work Schedule:

20 hours per week in office with additional on-duty shift(s)

Salary (Grant-Funded): \$10,000 stipend plus housing for the duration of the 10-month live-on period. Flexibility to work evenings, weekends, and holidays as needed for on-call responsibilities. The stipend is not paid bi-weekly but rather distributed in monthly increments via check on the 7th of each month. Housing includes a private room equipped with a microwave and full-size refrigerator. A shared kitchen, accessible to all community residents, is available and includes a sink and toaster oven. Graduate Assistants do not receive a meal plan. Additionally, there is an accessible washer and dryer within the community, which residents, including Graduate Assistants, may use for a fee.

- Includes: semi-furnished suite, utilities, internet, laundry on-site, fitness facilities use, and campus parking.

To Apply:

Interested candidates are encouraged to submit the following application materials:

- A cover letter outlining your interest in the position and relevant experience. Please indicate which of the two areas (if you have a preference) you are most interested in.
- A resume or curriculum vitae.
- Contact information for two professional references.

Please send your application materials electronically to Allison Mootz, Vice President and Dean of Student Affairs at amootz@manor.edu

Equal Opportunity Statement

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law.