



Graduate Assistant Job Description

Job Title: Bellarmine Activities Council & Late Night/Weekend Programming

Department: Student Activities

Reports to: Director of Student Activities

Summary:

This graduate assistant position is an exciting opportunity to work with the Bellarmine Activities Council in planning, implementing, and evaluating campus programs to create a sense of belonging and to bolster student involvement. This collaborative position will also assist the Student Activities team in offering engaging and fun weekend and evening programs. This will be a hands-on graduate assistantship that provides experience in programming, event implementation, student organization advising, and leadership development with a team of passionate, student-centered practitioners.

Essential Functions:

Major Tasks and Responsibilities

- Co-advise the Bellarmine Activities Council executive board and co-chairs to provide guidance on program planning and implementation, event promotion, risk management, and compliance with the University policies and procedures
- Develop and implement Student Activities Center weekly programming, including late night programming
- Supervise events and/or facilities as assigned to ensure compliance with University policies and procedures
- Coordinate training and development of BAC leaders. Coordinate on-going training and development series for BAC, including retreat planning and EBoard training
- Coordinate special projects as assigned (i.e. Homecoming, Family Weekend, Senior Week) and guide large interdepartmental programs through their partnership with BAC
- Develop and implement assessment outcomes for Bellarmine Activities Council programming. Collect and compile evaluation data from all BAC events
- Assist with University wide retention initiatives

Required Qualifications:

- Must have flexible work hours; some evening and weekend work requirements
- Must be a regularly admitted graduate student in good academic standing in their program and school
- They must maintain active status throughout the duration of the graduate assistantship
- Must be able to regularly work between 10 and 13 hours a week

Education, Knowledge, Skills, Abilities:

- Background in programming planning, implementation, and evaluation
- Ability to work with a diverse student population
- Strong organization, communication, and leadership skills
- Ability to serve as a role model for undergraduate students
- Competence in technology; proficiency in Word, Excel, PowerPoint, and Canva
- Highly motivated and enthusiastic
- Possess demonstrated past leadership experience

Preferred Qualifications:

- Creativity
- Attention to detail
- Understanding of the value of out-of-class involvement

Supervisor Responsibility (if applicable):

Graduate assistant will co-advise the members of Bellarmine Activities Council. This responsibility will involve weekly and biweekly meetings with the student leaders.

Work location:

This position will be in person and is located at Bellarmine University in the Student Activities Center.

Note:

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by their supervisor.

Human Resources Use:

FLSA:	Job Group:
CUPA Code:	Grade:

Date approved:
Approved by:

Last revised:
Revised by: