

LEWIS & CLARK
DEAN OF STUDENTS OFFICE
GRADUATE ASSISTANT
P o s i t i o n D e s c r i p t i o n

Position Purpose

Develop broad skillset in Student Affairs administration through professional engagement with Division of Student Life professional staff. Support and coordinate programmatic efforts managed by the Dean of Students office. Engage in division-wide planning and execution of mission-driven institutional initiatives. Provide support for assessment efforts of division.

Principle Duties

- Coordinate logistical support for Pioneer Success Institute, in collaboration with Assistant Director for Residential Education.
- Coordinate College of Arts and Sciences Commencement activities, in collaboration with Administrative Specialist to the Dean of Students.
- Consult with CampusLabs representative to manage assessment and support research done by the Dean of Students office and Student Life.
- Sit on Student Life Assessment Committee.
- Develop, implement, and assess learning outcomes with Dean of Students and Student Life offices.
- Meet at least bi-weekly with Assistant Director for Residential Education.
- Participate in all Commencement Committee meetings.
- Create and implement a professional development plan that ensures growth that benefits the individual and the Institution.
- Create and support an atmosphere in which all areas of diversity are sensitively acknowledged, understood and celebrated.
- Maintain active participation in the residential and College communities.

Qualifications/Experience

- Bachelor's degree.
- Enrollment in one of the following Graduate degree programs at the Lewis & Clark Graduate School of Education and Counseling: Student Affairs Administration, Counseling Psychology, Addiction Studies, Community Counseling, Marriage, Couple, & Family Therapy, Psychological & Cultural Studies, School Psychology, or School Counseling.
- A minimum of one year's experience working within student affairs (either at Lewis & Clark or at another residential higher education institution) as a student leader.
- Demonstrated commitment to student and community development.
- Ability to develop and maintain professional and collaborative relationships with other staff and faculty.
- An expressed and demonstrated commitment to diversity.
- Excellent interpersonal communication, leadership, organization, and administrative skills.
- Ability to think critically, problem solve, and make sound decisions.
- Ability to effectively plan and organize work.
- Appreciation of the value of a liberal arts education.

Compensation

- Tuition waiver for up to 20 credit hours at the Graduate School of Education & Counseling (starting fall term)
- Furnished residence hall room with meal plan on campus (optional)
- Student Health Insurance

Questions regarding this position may be directed to Tamara Ko at tko@lclark.edu or Anna Gonzalez at 503-768-7110 or dos@lclark.edu.

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