**Lewis & Clark College**

**Office of Student Activities**

##### Graduate Assistant

## Position Description

### Position Purpose

Support the staff, programs, and events of the Office of Student Activities. Provide on-going support for all student organizations, including those affiliated with various departments throughout the College, recognized by the Office of Student Activities. Provide programmatic support in conjunction with the mission of the Office of Student Activities. This position reports directly to the Director of Student Activities.

### Principle Duties

* Support the mission, vision, and values of the Division of Student Life and its expression in co-curricular experiences on campus.
* Provide advisement and support to all student organizations, and support their visibility and engagement with the larger campus community.
* Develop and assess learning outcomes and employ pedagogical strategies that reflect best practices in student leadership development for student organizations and student leaders; work closely with appropriate faculty, staff, and students to ensure their success.
* Help facilitate on-going training and development programs for student organization leaders and advisors
* Assist with the coordination of programs and projects coordinated and supervised by the Office of Student Activities such as the revision of the Student Organization Handbook, Pio Fair, Fall Ball, Spring Activities Fair, and other institutional special events.
* Meet regularly with the Director of Student Activities.
* Meet regularly with the Student Activities Intern and the ASLC Student Organizations Coordinator as directed by the Director of Student Activities.
* Serve as a Resolution Coordinator with the Office of Student Rights and Responsibilities.
* Work collaboratively with student leaders from all student organizations, Student Life colleagues and College personnel as needed.
* Maintain active participation in the College community, including evening and weekend programs.
* Create and implement a professional development plan that ensures growth that benefits the individual and the College.
* Conduct other duties as assigned.

### Qualifications/Experience

* Bachelor’s degree required.
* Enrollment in the Student Affairs Administration master’s degree program at the Lewis & Clark Graduate School of Education and Counseling.
* Involvement as an undergraduate student in areas such as student organizations, programming boards, fraternity and sorority life, residential life, new student orientation, leadership development, community service, or other related areas.
* Demonstrated commitment to student development issues as it related to student retention, engagement and success.
* Experience with working with students from diverse backgrounds, and a demonstrated commitment to diversity.
* Ability to develop and maintain professional and collaborative relationships with staff and faculty.
* Excellent interpersonal communication, leadership, organization, and administrative skills.
* Ability to think critically, problem solve, and make sound decisions.
* Ability to effectively plan and organize programs and projects.
* Appreciation of the value of a liberal arts education.

**Compensation**

* $15,000 stipend per academic year.

Questions regarding this position may be directed to Kristin Hutson at 503-768-7186 or [khutson@lclark.edu](mailto:khutson@lclark.edu).

Lewis & Clark College is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sex or age. Questions regarding Title IX may be referred to the Title IX Coordinator or OCR.