

DEPARTMENT SUMMARY: Campus Life is located within the Office of the Dean of Students in the Division of Student Affairs. The mission of Campus Life is to enhance student learning through innovative leadership, service, and involvement initiatives that enrich the LSU experience. The major focus areas for Campus Life include leadership development, activities, student organizations, and community service. In addition to duties in one or more of these focus areas, all Campus Life graduate assistants will fulfill broader departmental duties and collaborate across their specific areas of focus to promote student learning through active and engaging experiences, programs and environments.

ASSISTANTSHIP DUTIES:

- Advises student leaders, serves as a resource in assessing the needs of the student population, and assists in the selection, planning, budgeting, training, production and assessment of programs. Major areas of responsibility include advising numerous student leaders within Student Activities Board, the Homecoming Student Committee, and other Campus Life sponsored programs and services;
- Facilitates the development of the mission and goals of these organizations and committees;
- Guides and monitors progress of the committee leadership toward fulfilling personal and organizational goals;
- Participates in the development, tracking, and balancing of budgets of assigned organizations, committees, and programs;
- Attends assigned programs to advise, supervise, and assist in implementation and evaluation of programs, membership development, personal development, goal setting, problem solving, and risk management;
- Assists in organizing leadership training and retreats;
- Assists the student leadership in the preparation of an end of the semester report for each organization or committee;
- Assists with planning and coordinating aspects of Fall Fest and Holiday Spectacular;
- Coordinate and assist in recruitment, retention, and recognition of student leaders;
- Assists with departmental wide programs and initiatives.

CAMPUS LIFE DEPARTMENT DUTIES:

- Identify best practices, recommend methods, and assist in implementing strong connections between involvement, leadership, and service;
- Coordinate and present workshops or informational sessions to promote specific Campus Life areas and broader Campus Life department;
- Assist with assessment efforts for specific focus areas or department as needed. These efforts may include research, instrument design, administration, evaluation, and recommendations for practice or future assessment;
- Attend Campus Life meetings and assist in the coordination of Campus Life events and initiatives, such as Homecoming Week, Fall Fest, and Holiday Spectacular;
- Represent Campus Life in meetings, in presentations and at events;
- Work collaboratively with Campus Life, Dean of Students staff members, and student leaders pertaining to strategic initiatives;
- Collaborate and coordinate department efforts with campus and community partners, including faculty, staff, alumni and sponsors;
- Serve on departmental and divisional committees and initiatives as requested;
- Assist with volunteer management responsibilities in the event that the LSU Emergency Operations Center (EOC) requests volunteers for an emergency;
- Other duties as assigned.

POSITION REQUIREMENTS:

- Be enrolled as a full-time graduate student at Louisiana State University - Baton Rouge;
- Possess excellent oral and written communication skills;
- Model appropriate behavior for student leaders and the campus community;
- Be well-organized and able to multi-task as needed;
- Be familiar with student development theory and related educational theories;
- Possess basic computer skills to include MS Word, Excel, PowerPoint, and other related programs.

This position requires 20 contact hours per week, with some evenings and weekends required. The position dates are August 1, 2019 – May 15, 2020 – a 9-month academic year appointment with monthly stipend of \$1,200 and tuition support in accordance with LSU Graduate School policies. Summer appointment may be available prior to August 1 or after May 15 and is contingent upon funding.

To apply please submit a cover letter, current resume, and names of three (3) references through this application process

Contact for position:

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