

# Graduate Assistant for Student Activities

## Student Engagement, Advocacy, & Leadership (SEAL)

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**About the Department:** The Office of Student Engagement, Advocacy, & Leadership (SEAL), a department within the Division of Student Affairs, is focused on the creation of opportunities for personal growth and real world-readiness to support an engaged campus culture where students are empowered to maximize their potential. SEAL is responsible for the oversight of student organizations, fraternity and sorority life, civic engagement, leadership programs, campus activities and provides administrative support to the WSU Student Government Association. SEAL coordinates university initiatives such as Homecoming, Family Weekend, Shocker360 and more.

**About the Position:** The Graduate Assistant is a member of the Student Engagement, Advocacy and Leadership team and is responsible for assisting in the delivery and implementation of the office strategic plan. The Graduate Assistant serves as a co-advisor to the Student Activities Council (SAC). And is responsible for the development of student leaders in the planning, researching, marketing, facilitation and of events and programs that have a positive contribution to the campus community.

**Supervisor:** The Graduate Assistant reports to the Coordinator of Student Activities.

### Primary Duties and Responsibilities

- Serve as a member of the advising team of the Student Activities Council providing oversight to the executive board, committees, and members.
- Directly advise up to three executive board members of SAC committees and or its functional areas
- Develop, implement, and facilitate programs that address leadership and skill development for SAC Exec and members.
- Advise and facilitate SAC programs, meetings, and events as negotiated, including some evenings, weekends, and holidays
- Manage and track budgets related to areas of oversight
- Assess and track event information related to attendance, satisfaction and growth.
- Assess and track data related to student growth and development through student learning outcomes
- Provide additional support to SAC events as needed
- Assist in the planning of additional campus wide events like Shockers after Dark, The Toast and Back to School Bash
- Create a bi-weekly SAC Newsletter that advocates knowledge and information for student around campus
- Serve as a staff member of Student Engagement Advocacy & Leadership by regularly attending staff meetings and events, engaging in professional development and position related educational opportunities and support all department functions
- Represent the department on University committees and external assignments
- Perform other duties and functions of Student Engagement Advocacy & Leadership as assigned

### Academic Requirements

- The GA must be admitted to, enroll, and maintain enrollment during the term of the appointment in the Master of Educational Psychology program, Master of Social Work program, or another Master's Program in the fields of education, health science, public administration, sociology or sports administration.
- The GA is expected to demonstrate positive academic progress by receiving a semester GPA of 3.0 or greater as well as maintaining a cumulative GPA of 3.0 or greater while enrolled in the academic program.
- The GA must be enrolled in at least 6 graduate credit hours and be making academic progress toward graduation. At least 3 credits per semester must be taken in person and on campus. The GA may not fall

below 6 credits in any given semester or carry more than 9 credit hours per semester without approval from the Director.

#### **Terms of Appointment & Important Dates**

- The GA position is an stipend position that can work up to 20 hours per week in any week classes are in session
- This position requires some weekend and night hours
- The GA position will begin August 2023 (start date flexible) and will end no later than May 2024 with the option for renewal.
- The GA must be in good conduct standing with the University during the course of employment.

#### **Required Qualifications**

- Awarded a Bachelor's Degree
- Must be a graduate student at Wichita State University and enrolled in at least 6 credit hours.
- Must be available to work evening and weekend hours.
- Excellent written and oral communication skills.
- Strong attention to detail and organization.
- Working knowledge of marketing and social media for event promotion
- Ability to work with a diverse group of people.
- Perform in an ethical and professional manner.
- Must possess a valid driver's license

#### **Preferred Qualifications:**

- Experience in event planning.
- Experience and interest in student development
- Ability to relate and work well with students.
- Ability to provide guidance and support and inspire others to action.

#### **Compensation**

Compensation will include the following:

- Stipend of \$4,500/per semester
- In-state tuition waiver, covering up to 15 credit hours (does not cover student segregated fees)
- Health Insurance (Optional)
- Professional Development Funding
- 10% discount on textbooks in the Shocker Store

#### **To Apply**

Please email a Cover Letter and Resume to Gabriel Fonseca at [gabriel.fonseca@wichita.edu](mailto:gabriel.fonseca@wichita.edu)