



Student Engagement: Campus Programs Graduate Assistant Job Description

Summary of Job Function

The Student Engagement Graduate Assistant in the Office of Student Leadership and Involvement works closely with professional staff for Student Engagement, as well as campus and community partners. The Graduate Assistant is expected to create new programming as it relates to Student Engagement functions, evaluate current programming and areas of improvement for those programs, identify new ways to recruit and engage students in participation of those programs, and serve as a mentor/advisor for the student leaders involved in this function of the office. The GA serves as a representative of the office to students and other stakeholders.

Student Learning/educational activities performed by the Graduate Assistant:

- Research
- Planning programs
- Marketing and Communication
- Collaboration

Duties and Responsibilities

- Works collaboratively with the Senior Coordinator, Student Engagement on various programs and duties;
- Oversees the Registered Student Organization (RSO) mandatory training requirements;
- Serves as a liaison to Registered Student Organizations regarding the re-registration process and mandatory requirement;
- Creates content for and sends the Registered Student Organization newsletter going out on the 2nd and 4th Monday of the month;
- Oversees the Involvement Ambassadors
- Oversees the Student Event Allocation (SEA) process
- Oversees the RSO Office Space
- Attend programming, meetings, and events as necessary – some may be in the evenings;
- Works closely with the Senior Coordinator, Student Engagement to advise the Student Activities Council and Blue Crew;
- Other duties as assigned.

NASPA Professional Competencies

As a result of the experiential nature of these positions, Graduate Assistants will become proficient in the following [NASPA Professional Competencies](#):

- Organizational and Human Resources
- Assessment, Evaluation, and Research
- Leadership
- Student Learning and Development

Contact Sherika Smiley for additional information. Interested applications can submit resume and cover letter to Sherika Smiley, [sdsmliley@memphis.edu](mailto:sdsmiley@memphis.edu)

