



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK
ASPIRE. ENGAGE. EXCEL.

VACANCY ANNOUNCEMENT

The College at Brockport is seeking applicants for Graduate Assistant positions within the division of Enrollment Management and Student Affairs. Positions are available within the following areas:

- Community Development
- Student Union and Activities

See below for descriptions of the different positions.

All positions are 10 month and will require flexible availability, including nights and weekends as needed. Positions are part-time (20 hours per week) with the understanding that some weeks may require more hours than others. The initial one-year temporary appointment is renewable for up to three additional years contingent upon a successful annual performance review. Positions are open until filled, with a best consideration date of April 5, 2019.

Compensation

\$7,500 and Brockport in-state tuition credit for up to 9 degree-required credits per semester.

General Required Qualifications: Accepted or enrolled in a Master's degree program; Strong interpersonal and organizational skills; Excellent oral and written communication skills; Demonstrated skill working with diverse college populations and commitment to creating an inclusive environment; Demonstrated commitment to higher education and student development; Demonstrated willingness to learn from new experiences; Ability to work autonomously and as a member of a collaborative team.

Application Process

To apply, submit your materials online at <https://tinyurl.com/EMSAGrad>. Any questions may be directed to emsaintern@brockport.edu.

As part of the application, candidates will need to submit a resume, cover letter **which includes a rank order of the two positions that interest you most and an explanation of why you chose that rank**, and the names and contact information of three professional references.

A pre-employment background investigation is required.

Department: [Community Development](#)

Local Title: Graduate Assistant for Democratic Engagement

Description of Duties: Support the mission of the department which seeks to equip students with the knowledge, skills and abilities to be engaged in their communities; Create and enhance departmental initiatives that promote civic learning and involvement in the democratic process; Facilitate voter registration and education; Assist with training and mentorship of Community Ambassadors; Foster collaborative relationships with other areas of campus to promote active and informed citizenship; Establish connections with various organizations on and off-campus who promote democratic involvement; Complete program assessment and departmental reports; Represent the department on committees and support department-wide initiatives.

Additional Preferred Qualifications: Experience managing multiple priorities and demonstrating flexibility; Experience in creating and assessing educational programs; Knowledge of democratic processes and systems; Ability to receive and utilize feedback to improve professional practice.

Department: [Student Union and Activities](#)

Local Title: Graduate Assistant for Student Organizations

Description of Duties: Support and enhance the mission and goals of Student Union & Activities and The College at Brockport; Serves as a member of Student Union & Activities staff with responsibilities that include administrative, supervisory, advisory, and supportive roles; Attend and participate in all departmental events, weekly meetings, and staff retreats; Assist in the implementation of major events coordinated by Student Union & Activities including but not limited to Welcome Week, Homecoming & Family Weekend, Tunnel of Oppression & Senior Council activities; Some hours will be spent in the office, while others are spent at night/weekend events; serve on an on-call rotation with the other Student Union & Activities Graduate Assistants; Assist in coordinating the recruitment, hiring, supervision of the Student Organization and Fraternity & Sorority Life staff; Plan, implement and assess the Student Organization Leadership Certificate program along with ongoing trainings and resources for student organization officers and advisors; assist in managing the myBROCKPORT student involvement platform from the administrator and user levels; support the strategic goals of the Fraternity & Sorority Life system;

Additional Preferred Qualifications: Strong organizational skills and the ability to manage multiple priorities; Ability to work interdependently with professional staff, graduate students, and undergraduate students; Experience in student organization leadership development.

Local Title: Graduate Assistant for Union Operations

Description of Duties: Support and enhance the mission and goals of Student Union & Activities and The College at Brockport; Serves as a member of Student Union & Activities staff with responsibilities that include administrative, supervisory, advisory, and supportive roles; Attend and participate in all departmental events, weekly meetings, and staff retreats; Responsible for oversight of daily operations of the Seymour College Union including but not limited to verifying room set ups, assisting with room set ups as required, coordinating the production of a daily calendar of events, monitoring club/vendor tables, monitoring postings in the building; Coordinate the Union Manager search process during the spring semester; Assist in supervising the Union Manager position, including facilitating weekly staff meetings; Supervise the coordination of hiring Student Union & Activities student employees and creation of work schedule for employees each semester, including managing SubitUp; Assist Student Union & Activities with Seymour College Union evening and weekend supervision; Supervise/Organize the coordination of student employee training as needed; Assist in the implementation of major events coordinated by Student Union & Activities including but not limited to Welcome Week, Homecoming & Family Weekend, Tunnel of Oppression & Senior Council activities; Some hours will be spent in the office, while others are spent at night/weekend events; serve on an on-call rotation with the other Student Union & Activities Graduate Assistants

Additional Preferred Qualifications:

Strong organizational skills and the ability to manage multiple priorities; Ability to work interdependently with professional staff, graduate students, and undergraduate students; Experience in event and facility management, along with previous supervisory experience.

The State University of New York is an Equal Opportunity/Affirmative Action Employer