



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK
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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
- Residential Life/Learning Communities
- Prevention and Outreach Services (Spring 2019)

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 March 23, 2018.

Compensation varies slightly by position. Additionally, professional development opportunities within the division are provided regularly.

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, email your materials by March 23, 2018 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

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

Local Title: Graduate Assistant for Leadership Development

Description of Duties: Responsibilities include supporting the mission and goals of the department which seeks to equip students with the knowledge, skills and abilities to be engaged in their communities; manage all aspects of the first level of the Leadership Development Program, the Green Leadership Certificate, for approximately 200 students; create and enhance resources for program mentors; foster collaborative relationships with other areas of campus to promote student leadership development; facilitate workshops that promote student growth; maintain frequent contact with participants and program volunteers; schedule and evaluate leadership workshops that fit within the curriculum; 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; Ability to be detail-oriented; Experience in creating and assessing educational programs; Knowledge of student leadership development; Ability to receive and utilize feedback to improve professional practice; Experience in student leadership roles; Experience engaging and communicating effectively with diverse individuals with differing perspectives.

Community Development Website: <http://www.brockport.edu/life/community>

Department: Residential Life & Learning Communities

Salary: \$16,213.50 /10 months

Local Title: Graduate Intern Resident Director

Description of Duties: Responsibilities include the administration and operation of a community of residential learning, housing approximately 200 first year, transfer or continuing students; supervision of resident assistants and other student support staff; development and implementation of specific residential curriculum initiatives to build a comprehensive learning environment that fosters academic success and personal growth; participating in campus events; etc. Opportunities for development may include working with living learning communities and collaborating with other Enrollment Management and Student Affairs departments.

Additional Preferred Qualifications: Ability to work independently and collaboratively on departmental initiatives including Living Learning Communities and Residential Education. Experience designing and implementing student learning outcomes. Experience with the SCT Banner information system and CBORD Odyssey HMS.

Additional Notes to Applicants about this Position: This is a live-in position which includes a furnished apartment and requires participation in an on-call rotation.

Residential Life Website: https://www.brockport.edu/life/residential_life/

Department: Prevention and Outreach Services (2 positions available Spring 2019)

Salary: \$3,750 and Brockport in-state tuition credit for up to 9 degree-required credits

Local Title: Graduate Assistant for Violence and Sexual Assault Prevention

Description of Duties: Responsibilities include developing and implementing programs related to building a campus culture of respect on topics including healthy relationships, sexual assault prevention, relationship violence prevention, rape culture, campus safety, stalking prevention and bystander intervention (EagleCHECK); working collaboratively with departmental, campus, and community partners to infuse violence and sexual assault prevention education into already existing programs (Welcome Week, Club Sports/Organizations, Athletics, etc.); creating violence and sexual assault prevention print marketing and media; facilitating Party Smart , Tier I Alcohol and Marijuana Workshops, APS classes, and campus wide outreach programs; managing, scheduling, and staffing Residential Life Programming Requests through MyBrockport; Serving as a facilitator for EagleCHECK, Brockport's Bystander Intervention program, Tier 1 Conduct Workshops (Party Smart, Alcohol, Marijuana), and class room curriculum infusion; assisting in the training, development and supervision of undergraduate Select Respect Peer Educators; assisting with program assessment and departmental reports.

Additional Preferred Qualifications: Strong interest in health education, prevention, or higher education; undergraduate Student Leadership Experience (Peer Educator, Resident Assistant, or similar); general understanding of health and human development theories; able to apply theory to practice; strong organizational and multi-tasking skills; able to work in a fast-paced environment.

Local Title: Graduate Assistant for Prevention and Outreach Services

Description of Duties: Responsibilities include developing, implementing, and assessing programming designed to foster a healthy campus community in regards to one's own personal mental health, physical health, emotional health, and social health; facilitating Party Smart , Tier I Alcohol and Marijuana Workshops, APS classes, and campus wide outreach programs; assisting in the training, supervision, development and mentoring of undergraduate Student Health Advocates; assisting with program assessment and departmental reports; participating in departmental meetings, professional development, and campus-wide events/initiatives; facilitating and assisting in the planning and implementation of EagleCheck during Welcome Weekend; managing social media outlets for Prevention and Outreach Services, including MyBrockport; managing, scheduling, and filling Residential Life Programming Requests through MyBrockport.

Additional Preferred Qualifications: Strong interest in health education, prevention, or higher education; undergraduate Student Leadership Experience (Peer Educator, Resident Assistant, or similar); general understanding of health and human development theories; able to apply theory to practice; strong organizational and multi-tasking skills; able to work in a fast-paced environment.

Prevention and Outreach Services site: https://www.brockport.edu/life/prevention_outreach/

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