

Graduate Assistant for Student Government Association

Appalachian State University
Boone, NC



Position Overview

The Graduate Assistant for Student Government Association is part of the Division of Student Affairs. This individual will be a collaborative member of the Division and assist with professional development and advising of the Student Government Association. The Student Government Association Graduate Assistant, as an educator, works to provide direction for student learning, academic success, and engagement while assisting with the coordination of the advisory, supervisory, programmatic, operational, and administrative facets of the Division of Student Affairs

Student Government Association

The purpose of the Appalachian State University Student Government Association (App State SGA) shall be to prioritize equitable representation of all students by acknowledging that each student has different and crucial needs. App State SGA seeks to establish an involved organization that maintains adequate engagement internally and externally.

App State SGA comprises undergraduate students who serve the university's student body, representing students' collective voice and enacting change on campus through legislation, advocacy, awareness and representation on App State's Board of Trustees. App State SGA works to constantly improve the university by including student input on all changes and issues that impact students' lives. Learn more about App State SGA at sga.appstate.edu.

Job Responsibilities

1. Advising & Supporting

- Co-advise SGA with the Assistant Vice Chancellor of Student Affairs and the Dean of Students
- Provide advising and support to individuals and groups through direction, feedback, critique, referral, and guidance
- Develop and foster a culture of growth and development among SGA members through retreats, meetings, one-on-one meetings, and event attendance
- Develop own capacities for listening, addressing group dynamics, managing conflict and crisis situations, and partnering with other professionals, departments, and agencies

2. Programming & Campus Partnerships

- Assist in the development and implementation of trainings and retreats
- Support SGA in the planning and implementation of special events hosted by SGA and any programming partnership they enter with other departments or clubs
- Work with the Director of Elections to develop sustainable methods of executing campus-wide election processes
- Be familiar with and knowledgeable about university policies and procedures, making appropriate plans to keep SGA in compliance
- Participate in staff and graduate assistant development to enhance personal and professional skills
- Represent Student Affairs on committees as assigned. Participate in staff development to enhance personal and professional development

3. Leadership Development

- Conduct one-on-one meetings with student leadership as well as weekly meetings with SGA leadership to discuss goals and implement plans to meet goals
- Opportunity to co-teach a course within the Leadership Studies Minor

4. Assessment & Evaluation

- Support and administer program or department assessments to provide information on student learning outcomes
- Research information and resources for risk management, best practices for programming, student well-being, and other directives as assigned
- Implement and apply student evaluations as well as event assessment to improve the SGA student experience
- Based on assessment results, provide recommendations to the Advisory team on future areas of growth

- Benchmarking to stay up-to-date with collegiate student government trends and needs

5. Administrative & Other Responsibilities

- Assist with record keeping and historical archiving, registration processes and roster management, website development and management, and other general functions within Student Affairs as assigned

Requirements

A bachelor's degree is required. At the time of employment, candidates must be accepted into a graduate degree program at Appalachian State University.

The ideal candidate:

- Has previous student activities or student leadership experience and knowledge
- Must be of good character and possess the willingness to be available to students
- Is a critical thinker who can identify, prioritize, and manage projects and tasks
- Demonstrates a high level of responsibility, self-motivation, the ability to work independently, and discretion in the handling of potentially sensitive information
- Commitment to creating a welcoming environment for all students and strong customer service skills
- Demonstrates a commitment to student sense of well-being and belonging
- Understanding and ability to work with the Microsoft Office and Google suite
- Excellent verbal and written communication skills. Is able to articulate a clear vision to both small and large audiences
- Ability to maintain a positive attitude when learning new skills and working with varied audiences
- Ability to work independently and as part of a team

Preferred Qualifications

- Previous experience planning events
- Previous involvement in and understanding of clubs and organizations
- Previous supervisory/advisory experience

Hours

20 hours per week. Graduate Assistants are expected to work all University work days unless prior arrangements have been made with their supervisor and all job responsibilities are completed. Night and weekend hours are required as part of a flexible schedule.

Compensation Total Package = \$13,804

- **Stipend:** \$9,000 per year (The maximum total earnable amount for a Student Affairs GA is \$9,000 at a \$12 per hour rate. GAs are paid for actual hours worked)
- **In-state tuition scholarship:** \$5,081 per year divided equally among the fall and spring semesters (final amount will be equal to approved in-state tuition)
- **Parking Pass:** \$360.00
- **Professional Development Funds:** \$300.00.

Anticipated start date for this position is August 8, 2024.

Resources

For more information please contact Jeff Cathey, Assistant Vice Chancellor for Student Affairs (828) 262-2060 or catheyjd@appstate.edu. Applicants are encouraged to visit the following websites for more information: sga.appstate.edu, studentaffairs.appstate.edu, Instagram: [appstate_sga](https://www.instagram.com/appstate_sga)