

**Graduate Assistant Position Announcement  
Leadership & Engagement  
2022-2023 – Leadership & Student Organization Development**

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The Office of the Dean of Students: Leadership & Student Organization Development Graduate Assistantship prepares students for a wide range of career opportunities in student affairs at the postsecondary level. This assistantship provides students with an opportunity to develop first-hand knowledge of the student affairs profession and gain hands-on experience in the leadership and engagement areas of Student Life. Working with experienced student affairs administrators the Graduate Assistant will work to improve the quality of life on campus, foster a safe, healthy, and respectful environment, support academic achievement and success, and promote leadership and campus engagement. The Graduate Assistant will also be directly involved in supporting university-wide initiatives and activities geared toward enhancing NAU students' experiences.

**Position Purpose:**

- To allow a graduate student opportunity to gain experience in a variety of Student Life initiatives
- To support the Student Life department, staff by developing, coordinating, facilitating, and supporting programs and services
- To enhance the Graduate Assistant's academic and professional experience by working with various leadership and engagement projects

**Position Summary:**

Under the supervision of the Assistant Director the Graduate Assistant assists in the furthering of the mission and focus of the Office of the Dean of Students at NAU. The Graduate Assistant will contribute to the short- and long-term goals of the department and its programs. Working in a variety of areas, the Graduate Assistant will use their experience to help reach the departmental outcomes of providing programs and services that support students' leadership development and promote student engagement activities.

**Responsibilities include:**

- Responsible for ongoing and short-term projects that advance student organization development and leadership on campus.
- Assist with the coordination and management of the student organization registration process for more than 350 student organizations
- Assist with promotion and management of organization and professional development curriculum for clubs. Organizations, officers, and advisors of clubs and organizations
- Coordinate fall and spring Lumberjack Club Fair
- Manage the Student Organization Annual Reregistration process and approving 350+ student organizations for Fall 2021-Spring 2022 operations.
- Connect first-year students to the "get involved" messaging and aid in communication efforts to ensure they learn of True Blue Connects.
- Aid in the planning of the annual Student Leadership Conference – a 1-day event aimed at empowering students to strengthen their leadership identity.
- Aid in the coordination of the EDGE program, including social media communications, recruitment, training, and facilitation of the program.

- Co-coordinate the annual Presidential Leadership Fellows program to launch in Fall 2021, including recruitment, facilitation guides, assessment, and communications.
- Other duties as assigned.

#### **ACPA / NASPA Professional Competency Areas of Focus**

- Assessment, Evaluation & Research
- Leadership & Administration / Management
- Pluralism and Inclusion
- Student Learning and Development

#### **Time Commitment & Compensation:**

- The Graduate Assistant position includes a stipend of \$14,000 for the 2022-2023 academic year.
- The stipend will include 100% tuition remission and health insurance benefits.
- The Graduate Assistant position will involve 20 hours per week.
- The Graduate Assistant position will include some night and weekend time commitments

#### **Qualifications**

- Enrolled as a full-time degree seeking graduate student at Northern Arizona University. Preference will be given to students in the master's program in Counseling-Student Affairs.
- Be a team player yet self-motivated regarding the responsibilities you maintain and take on within the office.
- Committed to students, their success, and have an interest in and/or have familiarity with student development theory.
- Excellent written, verbal, and organizational skills.
- Be in good academic, financial, and disciplinary standing with the university throughout your period of employment.
- Have a sense of humor.

#### **Application Materials**

Applications will include a letter of interest and a current resume. **Closes April 29, 2022.**

#### **Contact Information**

**Michelle Gardner, M.Ed '08**

**(she/her/hers)**

Assistant Director

Office of the Dean of Students

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