Graduate Assistant for Student Involvement (Student Organizations)

Student Involvement provides students an opportunity to engage with the co-curricular experience at Auburn University. Student Involvement is comprised of five portfolios, Leadership Programs, Service Programs, Student Governance, Student Organizations and Student Programming. Student Involvement provides leadership & guidance to over 500 registered student organizations and student activity projects on Auburn University’s campus. Graduate assistants within Student Involvement have the opportunity to serve as an integral member of a team of professionals and para-professionals advising and working with various programs including but not limited to; Student Government Association, Involvement Ambassadors, Organizations Board, Emerge at Auburn University, University Program Council, and service programs (IMPACT, The BIG Event, Beat Bama Food Drive, Alternative Student Breaks, Dance Marathon, blood drives).

Other responsibilities for the Student Organizations graduate assistant may include advising the Organizations Board which is responsible for approving all new organizations, permanent organizations and organization funds. The graduate assistant will also advise the Involvement Ambassadors program which is responsible for the involvement web series, Camp War Eagle outreach for the office, front desk coverage, class visits and presentations for Student Involvement.

The minimum qualifications are as follows:

1. Bachelor’s degree;
2. All candidates must be either current Auburn University graduate students, OR will be enrolled for the upcoming academic year. Proof of acceptance or class schedule may be required;
3. Excellent written and oral communications skills;
4. Strong interpersonal skills that would allow for frequent and comfortable conversations with administrators, staff, faculty, and students;
5. Organizational skills and the ability to prioritize and handle multiple tasks;
6. Desire to work with students and assist in their development;
7. Completion of a successful background check.

The following qualifications are desired:

1. Graduate students pursuing master's degree in Higher Education Administration, Adult Education, Educational Leadership, Educational Psychology, or a related field;
2. Prior experience with student-run programs and/or organizations;
3. Undergraduate experience as a student leader.

General Duties (including but not limited to the following):

A. Advising and working with student leaders from assigned Student Involvement Organizations, committees, and programs;
B. Providing direction and guidance to student leaders as they plan projects assisting with program advisement, development and planning, publicity, production, assessment, and budget preparation and management;
C. Serving as a resource to students;
D. Participating in staff trainings and meetings;
E. Participating on committees and other programs promoting Student Affairs and/or Auburn University;
F. Assist with the planning and implementation of Student Involvement events, programs, retreats, and leadership training;
G. Assist with the coordination of risk management and facility requests;
H. Other duties as assigned. This position will require occasional weeknight and weekend hours.