INVolVEMENT

NOW HIRING:
Graduate Assistant, Student Involvement, Service Programs

Student Involvement provides students an opportunity to engage with the co-curricular experience at Auburn University. Student Involvement is comprised of six portfolios, Leadership Programs, Service Programs, Student Governance, Student Organizations, Student Programming, and Student Media. Student Involvement provides leadership and guidance to over 550 registered student organizations and student activity portfolios on Auburn University’s campus.

The Service Programs graduate assistant within Student Involvement serves as an integral member of a team of professionals and para-professionals working with and advising various programs including but not limited to: IMPACT, The BIG Event, Beat Bama Food Drive, Alternative Student Breaks, Dance Marathon, and Blood Drives.

The graduate assistant manages the GivePulse online volunteer platform. This person also oversees and advances Auburn Gives Back, an initiative that promotes volunteer opportunities throughout the Auburn community and beyond, while encouraging students to get involved, give back, and track their service.

General Duties:
Advising and working with student leaders from assigned Student Involvement Organizations, committees, and programs.
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.
Serving as a resource to students.
Participating in staff trainings and meetings.
Participating on committees and other programs promoting Student Affairs and/or Auburn University.
Assist with the planning and implementation of Student Involvement events, programs, retreats, and leadership training.
Assist with the coordination of risk management and facility requests.
Other duties as assigned. This position will require occasional weeknight and weekend hours.

Minimum Qualifications:
Bachelor’s degree
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.
Excellent written and oral communications skills.
Strong interpersonal skills that would allow for frequent and comfortable conversations with administrators, staff, faculty, and students.
Organizational skills and the ability to prioritize and handle multiple tasks.
Desire to work with students and assist in their development.
Commitment to the advancement of diversity, equity, and inclusion.
Completion of a successful background check.

Desired Qualifications:
Graduate students pursuing master’s degree in Higher Education Administration, Adult Education, Educational Leadership, Educational Psychology, or a related field.
Prior experience with student-run programs and/or organizations.
Undergraduate experience as a student leader.