

## **Graduate Assistant of Student Life**

The primary function of the Office of Student Life Graduate Assistant is to assist in maintaining the living-learning community for every student wanting to get involved on campus. The Graduate Assistant works under the general supervision of the Director of Student Life. This position will hold an average of 25 hours per week; including evening and weekend hours as needed. There will also be specific on-call/duty nights and weekends.

### **Qualifications:**

1. Bachelor's degree required. Interest in working in higher education/student affairs preferred.
2. Knowledge of Shorter University's mission, purpose and goals and initiative in implementing them in the area of Residence Life.
3. Knowledge of intramurals and fitness programs in a college setting preferred.
4. Interpersonal skills in working with students, faculty, and staff on a one-to-one basis.
5. Interpersonal communication skills, including proficiency in writing and speaking.
6. This position must be filled by a male candidate due to the requirement of residing in male housing.

**Job Duties:** To love our Lord and Savior Jesus Christ and to serve the student body at Shorter

### **Coordinate Intramurals and Activities on Campus**

1. Supervise Intramurals-including scheduling games, supervising games, scheduling facilities, publicizing events, recruiting participants, and equipment. Also scheduling fitness classes.
2. Coordinate referee schedules.
3. Manage referee pay.
4. Progressively increasing participation and quality of recreational programs

### **Supervise Student Workers and Martha's Cellar**

1. Schedule student workers for workdays and work hours
2. Be sure equipment is working properly and any complaints are handled
3. Be sure food for concession stays full
4. Manage money from concessions

### **Assist with other various departmental tasks, including but not limited to:**

1. Assist in the planning and implementation of the Miss Shorter Scholarship Pageant
2. Provide campus-wide programming in areas of interest and expertise
3. Assist in the annual Midnight Breakfast
4. Provide oversight for office publicity and schedule
5. Coordinate the production of student, faculty, and staff ID's
6. Assist Director of Student Life with Fitton Activities Board events

### **Other duties as assigned and/or approved by the Director of Student Life**

**Additional Information:** The position of Graduate Assistant for the Office of Student Life functions on a schedule set by the Director of Student Life based on when needed. Hours are flexible when evening and weekend responsibilities are heavy. Physical demands may be required.

Apply today at the following link:

<https://home.eease.adp.com/recruit/?id=14137541>

Shorter University is a Christ centered University affiliated with the Georgia Baptist Convention and requires employees to be committed Christians.

*Transforming Lives Through Christ*