

Graduate Assistant - Clubs

Center for Student Involvement Student and Campus Life Team

Position Summary

With 150 clubs across the First Hill and South Lake Union campuses, the Center for Student Involvement strives to empower student leaders to build community focused on shared interests or identities. Student leaders engage with their community through events such as weekly meetings or yearly festivals, raise money through fundraisers, and gain professional skills through trainings.

As part of the Student Involvement team, the Graduate Assistant for Clubs will work under the direction of CSI's Assistant Director to ensure efficient operations of our club communities. Responsibilities may include everyday review of club requests, developing ongoing trainings, and fielding student questions. Due to the nature of working in student activities, the individual in this role should understand that work may be requested after typical working hours or on weekends to provide event support.

The Graduate Assistant in this role can expect to develop the following **Career and Leadership**

Competencies:

- Teamwork & Collaboration
- Critical Thinking
- Creativity & Innovation
- Communication

As a Graduate Assistant Position, individuals applying for this must be enrolled in a Graduate Program. CSI will hire 2 Graduate Assistants for Clubs. In their cover letter, applicants will have the opportunity to highlight which of the responsibilities below they would like to focus on. The individuals in this role should expect their position to consist of:

Essential Responsibilities

25% Operations

- Assist supervisor in upkeep of quarterly registration and re-registration processes for clubs.
- Support CSI's role in various approval processes in collaboration with campus partners such as University Events and Redhawk Dining.
- Update records of student leaders for internal use, providing accurate reports to grant privileges and assign trainings.
- Use proficiency in University and CSI policies to independently field student questions.

25% Training

- Promote professional development of student leaders by developing and administering new trainings.

- Set club and advisor guidelines by reviewing and editing handbooks in collaboration with supervisor.
- Host or coordinate recurring trainings necessary for club leader operations.
- Oversee recognition completion via ConnectSU.

25% Finance

- Answer club inquiries regarding balances, spending, and policies.
- Assist with processing purchase requests and reimbursements.
- Fulfill Square requests and facilitate equipment setup.

20% Outreach

- Market important timelines and deadlines to clubs and potential clubs.
- Actively support and build community with students and campus partners at all CSI events.
- Share knowledge of all marketing strategies available to clubs.

5% Additional Duties

- Participate in bi-weekly staff meetings, retreats, etc.
- Participate in weekly 1on1 meetings with supervisor
- Evening and weekend duties as necessary
- Attend Student and Campus Life Quarterly In-Services, Celebrations, and events
- Attend virtual meetings/workshops hosted by NACA (National Association of Campus Activities) that are of interest or pertinent to role.

Anticipated Work Schedule, Location, and Pay Rate

Work 20 hours per week during the school year, not including breaks or university recognized holidays. This role is for the 2026-2027 Academic Year with the start being at the end of August and continuing until the end of the Spring Term. This is an in-person position located within the Center for Student Involvement on the 3rd floor of the Student Center (STCN 350/360). Graduate Assistants will be paid \$24.62 per hour, subject to tax withholdings and payable in accordance with the University's policies and procedures.

Minimum Work Qualifications and Skills

- The individual in this position must have experience leading a team with differing skills and personalities.
- The individual in this position must be able to maintain a consistent work schedule.
- The individual in this position must possess customer service experience and can showcase their flexibility when new challenges arise.
- The individual in this position must be able to stay on top of and handle reoccurring tasks in an efficient manner.
- The individual in this position must possess the ability to take the initiative and be an active problem solver when taking on unforeseen issues.

Preferred Work Qualifications and skills

- Experience planning, handling logistics, coordinating, and overseeing events is preferred but not required.
- Experience working in student involvement or engagement is preferred but not required.

Application Instruction and Timeline

Please provide a PDF copy of your resume and cover letter addressing why you believe you are a fit and how this position will contribute to your personal and professional formation. Of the Essential Responsibilities listed above, please write about the section that speaks most to you and how you hope to grow in that area. If you are unable to access the Handshake posting, please email your materials to Grace Nguyen at gnguyen@seattleu.edu.