

**Graduate Assistant SEAC**  
**Center for Student Involvement**  
**Division of Student & Campus Life**

**Position Summary**

Under the direction of the Assistant Director of Involvement in the Center for Student Involvement (CSI), this position supports the mission of the Student and Campus Life Team to facilitate students' development as ethical leaders and as agents of change.

The individual in this position will support in co-advising SEAC, Student Events & Activities Council. In addition, they will support Traditions efforts of CSI and SEAC. As part of the student involvement team, the individual will assist in the leadership, strategic planning, assessment, and overall direction of SEAC and SEAC general body. Due to the nature of working in student activities, the individual in this role should understand that work may require requested after hours or on weekends to provide event support. The Graduate Assistant will co-advise SEAC (Student Events & Activities Council), a student organization that provides campus-wide programs and events. In addition, the individual in this. As part of the Student Involvement team, the GA assists in the leadership, strategic planning, assessment, and overall direction of the Center.

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

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

**Through this Graduate Assistant experience, the individual in this role will be able to:**

- Understand students, student issues, law, policy, finance, and governance within the context of student activities.
- Develop and demonstrate skills in ethical leadership and collaboration.
- Adapt student services to specific environments and cultures through a holistic and socially just perspective.
- Communicate effectively in speech and writing.
- Establishing and enhancing professional identity.

As a Graduate Assistant Position, individuals applying for this must be enrolled in a Graduate Program. The individual in this role should expect their position to consist of:

**Essential Responsibilities**

Organization Advising (70%)

- Co-Advise SEAC.
- Attend regular meetings and events that include nights and weekends. Meetings include:
  - Winter Ball planning committee, Quadstock planning committee, E-Board meetings, Events and Marketing meetings.
- Conduct 1-on-1s with SEAC officers.
- Co-chair SEAC's General Body, their meetings, and provide guidance regarding their frequent programming.

- Assist SEAC Executive Board with the following:
  - Ensure policies, forms, and workflows are followed.
  - Ensuring event timelines are followed.
- Coordinate assessment and evaluation efforts of events.
- Assist with selection, training, assessment, and accountability of student leaders.
- Attend events as available, will include night and weekend responsibilities.

#### Tradition Events (15%)

- Work in tandem with campus partners to execute tradition events (i.e. Fall Welcome, Homecoming, I <3 SU Week, Senior Celebrations).
- Provide guidance for SEAC's large-scale signature events (i.e. Winter Ball and Quadstock).

#### CSI Team Participation (10%)

- Participate in bi-weekly staff meetings.
- Participate in weekly 1-on-1 meetings with supervisor.
- Assist with CSI priorities, strategic planning, and events.
- Evening and weekend duties as necessary.

#### Additional Duties (5%)

- Other duties as assigned or desired.
- 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 the role.
- Attend conferences relating to work within CSI as they come about.

### **Anticipated Work Schedule**

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 Qualifications and Skills**

- Demonstrated knowledge of the functions of student involvement.
- Demonstrates ability to maintain records and organization and is project oriented.
- Success in mentoring and/or advising students.
- Demonstrates exceptional written and verbal communication skills.
- Must have a general appreciation and understanding of student development.
- Must have a willingness to engage with complex topics including but not limited to social justice, inclusion, financial transparency, intersectionality, diversity, and multiculturalism.
- Must possess the ability to have difficult conversations while providing productive dialogues and healthy learning opportunities. .

### **Preferred Qualifications and Skills**

- Experience with student programming boards.
- Experience with student leadership development.
- Experience working with diverse student populations.

**Application Instruction and Timeline**

Please provide a PDF copy of your resume and Cover Letter. Your cover letter should address your fit and how this will contribute to your professional aspirations and formation. If you are unable to access or submit your application in Handshake, please email your materials to Peter Vandeventer at [vandeventerp@seattleu.edu](mailto:vandeventerp@seattleu.edu).