

Graduate Assistant – Involvement

**Center for Student Involvement
Student and Campus Life Team**

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 Graduate Assistant (GA) will be responsible for assisting with programming efforts with the Center for Student Involvement at the South Lake Union campus and be responsible for relaying and connecting with clubs at the South Lake Union campus. The individual in this role will amplify and support the Center for Student Involvement (located on First Hill) and their efforts on the South Lake Union campus to create a robust, engaged, and welcoming student experience. As part of the Student Involvement team, the Assistant assists in the leadership, strategic planning, assessment, and overall direction of CSI.

Anticipated Learning Opportunities

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

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

As a GA 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

Traditions and Event Programming (30%)

- Assist with ensuring Traditional Programming occurs on the South Lake Union campus. This includes Homecoming Week, I <3 SU Week, as well as Senior celebrations.
- Play a key role in developing planning committees, coordinating meeting agendas, managing tasks, and long-term project planning.
- Assist with programming regular events on the South Lake Union campus, working with your supervisor to stay within budget but to create fun and innovative programs

Club Support (30%)

- In accordance with the Center for Student Involvement's club policies, ensure that South Lake Union clubs are being supported while abiding by university policies.
- Support CSI efforts in being present, up-to-date, and supportive of SLU clubs and their activities.
- Provide training and guidance to club leaders to ensure they are creating an inclusive, welcoming, and productive club environment.

- Regularly check in with clubs to ensure their activity and provide support when needed.
- Offer support to potential incoming clubs throughout the registration process. Includes but not limited to assisting with finding an advisor, looking over their constitution, ideating events, supporting with marketing efforts.

ConnectSU Support (15%)

- Support in efforts to promote and elevate the student engagement experience via ConnectSU
- Ideate ways to promote and improve the website experience on the South Lake Union campus.
- Assist in updating the ConnectSU web and app platform to be more engaging and up to date.
- Be knowledgeable on the system and take part in training South Lake Union campus partners when the opportunity arises.

Marketing (15%)

- Develop marketing plans for CSI events, utilizing all the virtual and in-person opportunities to engage students.
- Stay up to date on social media trends and implement these strategies to grow our social platforms.
- Develop marketing to showcase CSI and the resources offered to students on the South Lake Union campus.

Additional Duties (10%)

- Participate in weekly staff meetings, retreats, and CSI events.
- Participate in weekly 1-on-1 meetings with supervisor.
- Evening and weekend duties as necessary.
- Other duties as assigned or desired.
- Serve on divisional committees and goal action teams as assigned.

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 that will work between between the Student Life Office on the South Lake Union campus and Center for Student Involvement (STCN 350/360) on the First Hill campus. The Center for Student Involvement will provide a subsidized orca card which will ease transportation between both locations. 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

- Comfort with traveling between both Seattle University's First Hill and South Lake Union locations.
- The individual in this position must showcase a willingness to engage in impactful marketing strategies, be in space with students and be a welcoming figure.
- The individual in this position must have experience planning, handling logistics, coordinating, and overseeing events.
- The individual in this position must have experience working in a collaborative and fast-paced environment.
- The individual in this position must possess flexibility when new challenges arise and be proactive with addressing issues as they arise.
- The individual is in this position but willing to learn new systems.
- Exceptional written and verbal communication skills.
- General appreciation and understanding of student development.
- Willingness to engage with complex topics, including but not limited to inclusion and accessibility on campus, financial transparency, and student advocacy.

Preferred Work Qualifications and skills

- Experience working in student involvement or engagement is preferred by not required.
- A valid driver's license is preferred with an understanding that you may be asked to drive a 12-passenger van.

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. If you are unable to access the Handshake posting, please email your materials to the supervisor of this role, Marissa Robledo at mrobledo@seattleu.edu. If you will be proceeding in the process, you will be invited to an interview no later than 3 days after the position closes on 4/29.