

**FACULTY STUDENT ASSOCIATION OF
TOMPKINS CORTLAND COMMUNITY COLLEGE**

Temporary

POSITION TITLE

Graduate Assistant

GRADE

Stipend

PAGE

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ORGANIZATIONAL UNIT

Student Life

REPORTS TO

Director of
Residence Life

APPROVED BY

Board of Directors
April 8, 2021

SUMMARY

The Graduate Assistant (GA) position is actively involved in the department's Student Engagement Team model to partner, plan, and implement a wide variety of social, educational, and recreational programs for students. Graduate Assistants are members of the Student Activities or Residence Life departments of the College. Both departments work in partnership with ODESS (the Office of Diversity Education and Support Services) to provide support for residential programming.

NATURE AND SCOPE

The GA within Student Activities is involved in leadership and co-curricular programming initiatives. This position will assist in the general administration, implementation, marketing, and assessment of the Panther Passport Program, the campus chapter of the National Society for Leadership and Success, the Student Leadership Assistant training, the Student Government Association, and the general operation of student clubs and organizations. This is an ideal opportunity for students wishing to go into the field of Student Affairs or Event Planning as a career choice. In addition to general support for the office, a GA can choose from the following concentrations:

Late Night:

- Assist in the development and execution of Late Night (evening and weekend) programming.
- Provide staffing for Late Night events.
- Manage a small team of Student Leadership Assistants to support Late Night event programming.

Clubs and Organizations:

- Support the Assistant Director with oversight of Student Clubs.
- Develop trainings for student leaders that encourage the success of club officers and club programming.
- Build and maintain an inventory of materials and resources for student clubs and organizations.

Panther Passport Program:

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- Assist in the development of personal and professional development workshops for students.
- Coordinate presentations from Tompkins Cortland faculty and staff.
- Develop creative incentive initiatives & marketing ideas for the Panther Passport Program.

National Society of Leadership and Success:

- Serve as co-advisor for the campus chapter.
- Recruit, train, and support the Student E-Board of the campus chapter.
- Develop and implement Community Service and Leadership programs that fulfill chapter requirements.

The GA within Residence Life is involved in the department's efforts, including student support, staffing, crisis response, and administration. This position is required to live on-campus. The GA works with Residence Directors, Senior RAs, Resident Assistants, and staff to provide a supportive, challenging, and rewarding community environment where students can live and learn. The position is renewable for up to three years of service. In addition to general support for the department, a GA in Residence Life has involvement with:

General and Crisis Response:

- Participates in the day, evening, and weekend on-call rotation with the other professional staff members, including holiday coverage.
- Develops and maintains effective positive relationships with all College departments (including, but not limited to: Student Activities, Facilities, Campus Police, Office of Mental Health Services, Enrollment Services, Health Services; Diversity Education and Support Services).
- Supports student issues within the building community, including interpersonal conflict, roommate mediations, student development, resident crises, and makes appropriate referrals as necessary.
- Establishes and maintains office hours to provide visibility and address resident needs and concerns.

Operations:

- Participates in regular Residence Life Team staff meetings.
- Assists with hall documentation related to physical building management and inventory control, including work orders, room condition reports, and common area furniture records.

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- Address student and parent/family issues to resolve them satisfactorily; communicates all information to direct supervisor and others on an as-needed basis.

Community Standards:

- Completes incident reports when required and assists student staff in completing reports.

Programming:

- Assist with large-scale Student Life programming efforts, including New Student Orientation, Welcome Week, Winterfest, and Springfest.
- Supports the Student Engagement model, along with student staff and campus partners, to plan and implement a wide variety of social, educational, and recreational programs for residential students.

Staff Selection, Supervision, and Development:

- Supports student staff in their ongoing professional and personal development, including providing monthly in-service training for the entire paraprofessional staff.
- Recruits outstanding student leaders to apply for Resident Assistant and other paraprofessional positions, including involvement in the Residence Hall Association and Student Government Association.

MINIMUM QUALIFICATIONS

- Earned Bachelors and documentation of enrollment in a regionally accredited Masters Degree program
- This position is subject to a criminal background check.
- Excellent communication skills, both oral and written
- Ability to work effectively with diverse student, faculty, and staff populations
- Strong organizational abilities and time management skills
- Ability to be creative and innovative
- Demonstrated leadership skills, and self-motivation
- Knowledge and experience with computer software and social media