**Graduate Business Programs Graduate Assistant (SGD019 - 00)**

**Office of Graduate Business Programs**

**12-month position (July 1 – June 30), 20 hours per week**

**Overview:**

This Graduate Assistant position focuses on the non-academic side of School of Business graduate programs and includes the development, coordination, and implementation of resources, services, and tools for our programs, students, and faculty.  The position assists with typical day-to-day program and office support activities, performs administrative and operational support duties, conducts and summarizes research, facilitates program-related events and activities, cultivates and sustains relationships, and reinforces Stetson’s commitment to delivering a world-class end-to-end experience for our students.

The Graduate Business Programs GA is responsible for assisting with developing flyers and graphics for digital marketing, conducting student outreach campaigns, and representing the department through various methods including tabling events, assisting walk-in visitors, and managing the main phone lines and department email inboxes.

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| **Duties and Responsibilities** | Critical Thinking | Professionalism | Teamwork | Communication | Technology | Leadership | Career &  Self-Discovery | Equity & Inclusion |
| Act as an on-site resource for students, faculty, staff, prospective students, and visitors by providing a large array of support functions | x | x | x | x | x | x | x | x |
| Cultivate and sustain relationships with students, faculty, staff, and community/program partners |  | x | x | x |  |  |  | x |
| Facilitate communication between students, faculty, and staff in a professional demeanor |  | x | x | x |  |  |  | x |
| Learn about and maintain a basic understanding of the Graduate Business Programs offered at Stetson University, as well as the resources available. | x |  |  | x |  | x |  |  |
| Support supervisor and department staff with outreach, coordination, promotion, and implementation of program initiatives, projects, website edits, and communication throughout the semester, integrating social media techniques as needed | x | x |  | x | x | x |  |  |
| Promote and support programs, including marketing efforts such as contributing to programs’ social media presence | x | x | x | x | x |  |  | x |
| Conduct and summarize research as needed for programs | x |  | x | x | x |  |  |  |
| Participate in department meetings – brainstorming, bringing ideas, and reporting on assignments, research, and activities | x | x | x | x |  |  |  |  |
| Assist with planning of events, activities, and other department initiatives and responsibilities | x |  | x |  |  |  |  |  |
| Maintain and organize an inventory of program supplies and equipment | x |  | x | x |  | x |  |  |
| File, record, organize, update, and track receipts and program documents in physical files/binders or electronic folders as appropritate | x |  | x | x | x |  |  |  |
| Prepare and print program documents | x |  | x |  | x |  |  |  |
| Attend and assist with special events (Information Sessions, Open Houses, Networking Events, Philanthropic activities, Graduate Alumni Events, Program Celebrations, and Workshops) \*These events may take place after hours. | x | x | x | x | x | x | x | x |
| Assist with placing orders for programs as needed | x | x | x |  |  |  |  |  |
| Ensure readiness of classroom space and technology access and assist on class days (set-up/clean-up activities, interact with/address needs of students, faculty, and staff) | x | x | x | x |  |  |  |  |
| Regularly review data and materials to make adjustments focused on increasing the effectiveness of program and office support |  | x |  | x | x |  |  |  |
| Participate in and support Graduate Business Association | x | x | x | x | x | x | x | x |
| Monitor the maintenance and vibrancy of the assigned workspace, bulletin boards, and other program areas |  | x | x | x | x | x |  | x |
| Maintain confidentiality of students’ information |  | x |  |  |  |  |  |  |
| Other duties as assigned | x | x | x | x | x | x | x | x |

**Descriptions of the NACE Career Readiness Competencies can be found** [**here**](https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/)**.**

**Required Qualifications**

* + Current enrollment (minimum of six credit hours per semester except for Summer between enrolled semesters) as a graduate student at Stetson University, excluding EMBA or MFA or students receiving in-service tuition discount
  + Maintain a clear student conduct record throughout duration of employment
  + Ability to work 20 hours per week.
  + Ability to work non-staff holidays such as Spring Break. Note: Graduate Assistants follow the staff calendar, not the student calendar. Special permission required if time off is needed during these times.
  + Have and maintain at least a 3.00 GPA
  + Strong people skills and the ability to communicate effectively with team members, students, staff, and faculty
  + Ability to think creatively and problem-solve
  + Ability to work proactively and independently, as well as collaboratively with a team, to reach desired outcomes
* Demonstrates attention to detail
* Effective oral and written communication skills
* Highly-organized and reliable self-starter who effectively manages deadlines, evaluates priorities, and completes tasks in a timely fashion
* Effective interpersonal skills to create a welcoming environment and assist others
* Demonstrates maturity, professionalism, and effective positive communication with the team, students, staff, faculty, program and community partners, prospective students, and others
* Upholds strict confidentiality and handles sensitive materials or knowledge
* Be comfortable working with computers and phones
* Working knowledge of Microsoft Office Suite (Outlook, Word, Excel)
  + Commitment to diversity, equity, and inclusion
  + Be punctual, professional in attitude and dress (business casual attire), dependable, and trustworthy

**Additional Information:**

* + Work minimum 3 days a week Monday – Friday
  + Required 20 hours per week – the office is open Monday-Friday 8:00 AM – 4:30 PM
  + Ability to work occasional evening hours to assist with special events (with advanced notice) or on class days.  Schedule subject to modification and/or change.
  + Flexible schedule (will work with class schedule, exam preparation, and University staff holidays/closures)
  + Requires some physical effort (i.e., standing and walking, light lifting (5-10 lbs.) and manual dexterity in the use of fingers or limbs in the operation of office equipment; extended periods of time at a keyboard, perceptual demands for sound, form, texture, and depth.
  + Occasionally requires additional physical work, including lifting about 15 lbs. when restocking program supplies.
  + Considered an integral member of the team
  + Reports directly to the Director of Graduate and Professional Programs, but there is a shared responsibility among the Graduate Business team. Position will work closely with the Coordinator of Graduate Business Programs.
  + Graduate Assistants are compensated through a combination of scholarships (Fall and Spring) and bi-weekly stipends. Please contact the Office of Student Employment for current compensation information.
  + A scholarship equal to tuition for four courses each year (two in Fall term, two in Spring term, none in Summer term).
  + A stipend of $250 biweekly during the academic year and $520 bi-weekly in the summer not to exceed $8,120 for the fiscal year. It is expected that the Graduate Assistant work with their supervisor to plan 20 hours of paid vacation during the summer months.

**Application Process:**

Applicants must submit the following materials to Regina Oltorik, Coordinator of Graduate Business Programs, at [roltorik@stetson.edu](mailto:roltorik@stetson.edu) for consideration:

* Cover Letter addressing your qualifications and including the information on the graduate program you have applied to or have been accepted to (with start date) or the graduate program in which you are currently enrolled, as well as your expected graduation date.
* Résumé
* Professional references (2): Please provide name and contact information for each reference.

**Position Information:**

Department Name: Graduate Business Programs

Department website: https://www.stetson.edu/portal/graduate/index.php?filter=business

University Division: School of Business Administration

Supervisor Name: Kathryn Hannon

Supervisor Title: Director of Graduate & Professional Programs

Position Number: SGD019

Pay Level: Stipend