**Overview:**

This 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.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Duties and Responsibilities:** | **Critical Thinking** | **Professionalism** | **Teamwork** | **Communication** | **Technology** | **Leadership** | **Career & Self- Development** | **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 |
| Ensure readiness of classroom space and technology access | X |  | X |  |  |  |  |  |
| Assist on class days (set-up/clean-up activities, interact with/address needs of students, faculty, and staff) | X | X | X | X |  |  |  |  |
| Attend and assist with special events (Information Sessions, Open Houses, Philanthropic activities, Graduate Alumni Events, Program Celebrations, and Workshops) | X | X | X | X |  | X |  | X |
| Cultivate and sustain relationships with students, faculty, staff, and community/program partners |  | X | X | X |  |  |  | X |
| Maintain and organize an inventory of program supplies and equipment | 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 |  |  |  |  |  |
| Promote and support programs, including marketing efforts such as contributing to programs’ social media presence | X |  | X | X | X |  | X |  |
| Share and support new initiatives in the department | X |  | X | X |  | X |  |  |
| File, record, and organize receipts and program documents in files/binders and in computer documents and folders | X |  | X |  |  |  |  |  |
| Track program expenses | X |  | X |  | X |  |  |  |
| Conduct and summarize research as needed for programs | X |  | X |  | X |  |  |  |
| Facilitate communication between students, faculty, and staff in a professional demeanor |  | X | X | X |  |  |  | X |
| Prepare and print program documents | X |  | X |  | X |  |  |  |
| Assist with placing orders for programs as needed | X |  | X |  | X |  |  |  |
| Other duties as assigned | X | X | X | X | X | X | X | X |
| TOTAL | 15 | 7 | 17 | 9 | 7 | 5 | 3 | 5 |

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

**Requirements:**

* Current enrollment as a graduate student at Stetson University (at day of hire)
* Ability to think creatively and problem solve
* 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
* Ability to work independently, as well as collaboratively with a team to reach desired outcomes
* 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
* Working knowledge of Microsoft Office Suite (Outlook, Word, Excel)
* 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.

**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) and alternating Saturdays (8:00 AM – 3:00 PM) on class days. *Schedule subject to modification and/or change.*
* Flexible schedule (will work with class schedule, exam preparation, and University holidays)
* Considered an integral member of the team
* Reports directly to the Associate Director of Graduate and Professional Programs, with additional support provided by the Graduate Business team. Position will work closely with the Coordinator of Graduate Business Programs.
* Business Casual Attire

**Application Process:**

Submit a cover letter, which addresses your qualifications, and a résumé to Regina Oltorik at roltorik@stetson.edu. Include 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. Resumes will be reviewed upon receipt.

**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: Associate Director of Graduate & Professional Programs

Position Number: SGD019

Pay Level: Graduate Assistant Scholarship