



POSITION DESCRIPTION:

Graduate Assistant

William R. Butler Center for Volunteer Service and Leadership Development

GENERAL DESCRIPTION:

The Graduate Assistant of the Butler Center for Volunteer Service and Leadership Development serves as an essential member of the Student Life team and has direct reporting responsibility to the Senior Director of the Butler Center and supports initiatives by the staff of the Butler Center. The mission of the Butler Center for Service and Leadership is to serve as a catalyst in developing students who cultivate positive social change within their communities. The Department serves as an integral part of the Division of Student Affairs and works closely with the Student Center Complex, Department of Student Activities and Student Organizations, the Department of Orientation and Commuter Student Involvement, Multicultural Student Affairs and the LGBTQ Student Center. The Department collaborates and partners with the Office of Civic and Community Engagement and University-wide centers run out of the various schools and colleges.

PRIMARY DUTIES AND RESPONSIBILITIES:

Summary of Role

- Responsible for the advisement and management of several of the program boards and student organizations affiliated with the Butler Center for Service and Leadership. Assist the Butler Center team with planning and implementing organization events ensuring adherence to University policies and procedures.
- Assist the Senior Director of the Butler Center to develop and implement University-wide programs to provide students volunteer and leadership opportunities on campus and in the community. Programs may include but are not limited to: 'Canes Ignite Mentorship Program, 'Canes Leadership Scholars Program, and the 'Canes Vote Network.

Decision Making/Strategy

- Contributes ideas and viewpoints to the Senior Director of the Butler Center for Service and Leadership on operational and strategic plans.
- Assist the Butler Center Senior Director with a program assessment regarding the overall operations, programs, and services for the Butler Center for Service and Leadership.
- Makes daily independent decisions to ensure department objectives are met and that University policies and procedures are followed.

Administrative Support

- Plans and manages office service activities such as reception, telephone, mail, copying equipment, and the purchasing, receiving, and storing of office supplies.
- Maintains office records, files, typing of correspondence, and answering telephones and emails.

Budget/Financial

- Prepares budget projections, monitors expenses, and prepares reports.
- Ensures that expenditures on all student organizations being advised do not exceed budgeted levels for needs beyond established budget.
- Processes all documents related to purchasing, travel, interdepartmental requisitions, and business expense reimbursements; as well as deals with appropriate administrative staff to resolve problems for accounts.

Minimum Qualifications

- Bachelor's degree and enrolled as a graduate student at the University of Miami
- At least two years of experience working in higher education
- Experience working with and/or advising university students
- Effective oral and written communication skills
- Effective organizational skills
- Proficient in Microsoft Office Suite applications (Word, Excel, Power Point, etc.)
- Demonstrated experience with leadership development and civic learning and democratic engagement.

Compensation

- The Graduate Assistant will work 20 hours a week for the Butler Center for Service and Leadership and may include nights and weekends.
- The term of the position will be 9 months (typically from August until May) and may be renewed annually.
- The assistantship stipend is \$18,000 and will be dispersed monthly throughout the term of the assistantship.
- This position does not include a tuition waiver

Terms of Employment

Interested candidates should complete the online application system which will be submitted to a.wiemer@miami.edu – Andrew Wiemer, Senior Director of the Butler Center for Service and Leadership