

UNIVERSITY OF MIAMI
DIVISION of
STUDENT AFFAIRS



Position Description

The Graduate Assistant is a paraprofessional staff member of the Office of the Vice President for Student Affairs. This role reports to the Assistant Director, Divisional Initiatives and Student Advocacy.

Job Responsibilities

- A. Advising
 - a. Student Government – undergraduate governing body that includes approximately 150 students who plan programs for the student body, collaborate with administrators to innovate the student experience, or develop and implement legislation (both internal to Student Government and external).
 - i. Develop and present leadership skill activities to the Freshman Leadership Council in collaboration with leadership team
 - ii. Support student government Elections biannually by working with elections commission students
 - iii. Support record keeping by working with Chief of Staff to ensure meeting minutes are appropriately kept and stored
 - iv. Attend meetings as agreed upon with supervisor
 - v. Support other aspects of student government as agreed upon
 - b. 'Canes Care for 'Canes – undergraduate student group that plans and implements programming to spread caring and resource awareness.
 - i. Co-advise 'Canes Care for 'Canes
 - ii. Attend weekly meetings with executive board and chair
 - iii. Develop and present student leadership activities to support skill development of the executive board
 - iv. Support programming that spreads the message of 'Canes Care for 'Canes
 - v. Work with vendors and order giveaways for programming
 - vi. Evaluate effectiveness of programming and provide constructive feedback to support the mission of 'Canes Care for 'Canes
- B. Assessment and Research
 - a. Conduct research and benchmarking as needed
 - b. Develop and create assessments to support the work of the Office of the Vice President for Student Affairs
 - c. Support students who are looking to develop assessments and provide unbiased guidance
- C. Administrative
 - a. Attend Office of the Vice President for Student Affairs meetings
 - b. Support initiatives and programs that occur out of the Office of the Vice President for Student Affairs as requested
 - c. Periodically meet with currently enrolled students who have identified a low level concern and support problem solving
 - d. Complete other projects as agreed upon

Compensation

- \$18,000 stipend to be dispersed, in parts, beginning in August throughout the term of appointment
- Professional development sponsorship opportunities are available upon discussion with supervisor
- This position does not include a tuition waiver

Terms of Employment

- Must be a currently enrolled graduate student in a degree seeking program at the University of Miami.
 - Preference will be given to graduate students enrolled in counseling, higher education administration, or related fields.
- This appointment will be effective for 1 academic year (August through May) with start and end dates flexible based on the academic dates of that year.
 - If graduate student will be continuing program of study, there is possibility of renewal of contract based upon performance.
- 20 hours weekly on campus are required.
 - Work hours will be agreed upon and confirmed within the first week of a semester and will be consistent throughout the semester.
 - Work hours may involve time outside of regular business hours or on weekends. In instances where one off work hour changes occur, hours will be altered for that week.

Skills Required

- Strong English communication skills, written, verbal, and otherwise.
- Computer literacy, including usage of programs such as Microsoft suite, qualtrics, and file storage.
- Ability to practice professionalism and function autonomously.
- Desire to work with and support student learning and development.
- Ability to work evenings and/or weekends as agreed upon.
- Practice integrity in decision making.

Skills Preferred

- Experience with student leadership programs or personal experiences of student leadership.
- Knowledge about college student development of resiliency and grit.
- Knowledge about college student governance.
- Ability to problem solve and engage in complex decision making.
- Ability to work independently and to be self-motivated.

Interested candidates should complete the online application system which will be submitted to hstevens@miami.edu – Heather Stevens, Assistant Director, Divisional Initiatives and Student Advocacy.