

Compass Student Staff & Resource Center Graduate Assistantship

Position Description:

This position will provide higher education experience in the areas of Student Affairs and Academic Affairs. The Compass Graduate Assistant will work with other staff members to provide a welcoming office environment that offers students diverse opportunities to engage in their educational planning process during every stage of their academic career. The Compass Graduate Assistant is responsible for becoming familiar with the programs, resources, and functions of the Compass.

Responsibilities:

- Provide supervision to undergraduate student interns (Navigators and PR interns).
- Provide supervision to Advanced Navigators and Advanced PR students.
- Assist in creating and maintaining a student-centered environment in the Compass Resource Center that is professional and supportive.
- Support Compass student intern program and course.
- Schedule intern office hours and staff meetings.
- Prepare and lead presentations, staff development and training sessions for interns.
- Assist Compass staff with program development and implementation.
- Communicate with campus community through various mediums including listservs, podcasts, workshops, and classroom presentations.
- Be knowledgeable about Compass student resource areas and their functions in order to provide students appropriate services, resources, and information.
- Assist students in the Compass Resource Center with resources such as:
 - Major Exploration and Confirmation
 - Self Assessment and Career Exploration Software
 - Enrollment in myPlan
 - Internship, Volunteer and Service Learning database search
 - Registration for workshops, mock interviews, and special events
 - Starting a resume and initializing a job/graduate school search
- Must be available for weekly staff training and Compass Intern class
- Other duties as assigned

Compensation/Schedule:

- Remuneration for the year is \$8400 stipend for 20 hours per-week. This is a year-long assistantship starting August 22, 2011 to June 1, 2012
- Additional benefits include: health insurance available, free employee parking, and 10% off new textbooks from the college store.

Center for Service Learning and Community Service Graduate Assistantship

Supervision provided by the Coordinator for the Center for Service Learning and Community Service.

Position Description:

This position will provide higher education experience, particularly in the areas of student affairs and campus life. There is much one on one interaction, team building, facilitating small group discussion, staff development opportunities, community outreach, and promoting the office through classroom and community presentations. The responsibilities and duties benefit the campus and larger community.

Responsibilities:

- Assist coordinator with program development and provide supervision to staff
- Support service-learning faculty and students
- Present to classes about service-learning opportunities
- Prepare and lead service-learning discussion groups
- Research new community service and service-learning placement opportunities
- Assist in the coordination and implementation of office events and campus-wide programs
- Assist in coordination of Alternative Winter and Spring Break program
- Assist students in finding service placements
- Compile office listserv, maintain office listserv and e-mail account
- Monitor and update office website
- Prepare and maintain student payroll including timesheets and record keeping
- Schedule staff office hours and staff meetings
- Respond to electronic requests for volunteers and service transcripts
- Be knowledgeable about Compass departments and their functions in order to provide students appropriate services, resources, and information
- Other duties as assigned

Schedule/Compensation:

- A commitment of 20 hours a week with a contract period starting August 22, 2011 to June 1, 2012
- Remuneration includes 6 credit hours graduate tuition waiver per semester and a stipend amount \$5600 per year.
- Additional benefits include: health insurance available, free employee parking, 10% off new textbooks from the college store and opportunities for professional development and training on and off campus

Civic Engagement Program Graduate Assistantship

Supervision provided by the Coordinator of Civic Engagement.

Responsibilities:

Assist coordinator with...

- website development and publications
- planning, publicizing and leading projects, events and programming
- meeting with students, faculty and community groups including evening and weekend responsibilities
- maintaining social networking sites
- promoting civic and community engagement broadly
- administrative details associated with coalition leadership

Desired skills and experiences:

- knowledge of campus and greater Oswego Community
- self-starter with a willingness to take leadership for project management and programming
- interest and experience in promoting civic knowledge, outreach and community based learning
- event planning, publicizing and leadership
- website development and maintenance

Schedule/Compensation:

- A commitment of 20 hours a week with a contract period starting August 22, 2011 to June 1, 2012
- Remuneration includes 6 credit hours graduate tuition waiver per semester and a stipend amount \$2800 per semester.
- Additional benefits include: health insurance available, free employee parking, 10% off new textbooks from the college store and opportunities for professional development.

If you have any questions or would like more information about this position please contact Thad Mantaro, Assistant Director of the Office of Business and Community Relations and Coordinator of Civic Engagement, at thaddeus.mantaro@oswego.edu.

Employer Relations/Job Development Graduate Assistantship with Career Services

Supervision provided by the Interim Director, Compass.

Primary Responsibilities:

- Assist with all employer relations functions and major employment programs.
- Assist in the management of the recruiting program including creating and managing employer accounts and job postings, conducting workshops and assisting students with access, and updating web-based calendar of events.
- Assist in evaluating web-based recruitment resources and making recommendations for improvement.
- Make contact with potential new and returning employers in the region and nationwide for on-campus recruiting, resume referral, and career fair program opportunities
- Conduct workshops on job search strategies when appropriate.
- Assist with undergraduate annual follow-up survey.
- Assist with Career Fairs.
- Participate in weekly staff meetings (required) and PR intern meetings (when possible).
- Provide secondary supervision and training to Public Relations Interns and participate in their selection.

Secondary Responsibilities:

- Provide individual career advisement, resume, and job search assistance.
- Monitor Career Services overall website and recommend changes and updates.
- Other duties as assigned.

Skills/Competencies Preferred:

- Outstanding interpersonal and communications skills in person and on the phone
- Positive attitude and productive work ethic
- Computer Skills: Filemaker Pro, Microsoft Word, Microsoft Power Point and Excel
- Ability to take initiative and work unsupervised with commitment to excellence
- Sense of humor
- Proven Nun chuck skills

Schedule/Compensation:

- This position requires a commitment of 20 hours a week with a contract period starting August 22, 2011 to June 1, 2012.
- Graduate Assistants are considered 1/2 time professional staff and will take no more that 3 courses per semester.
- Remuneration includes a \$8,400.00 stipend for 32-week academic year schedule
- Additional benefits include: health insurance available, free employee parking, 10% off new textbooks from the college store and opportunities for professional development.

If you have any questions or would like more information about this position please contact Gary Morris at gary.morris@oswego.edu or 312.2534.

First Year Programs Graduate Assistantship

Position Description:

We are looking for a graduate student to support our efforts in first year programs. The successful graduate assistant will work 20 hours per week in the COMPASS with specific responsibilities to include:

Support of First Year Programs:

- Assist in the development, coordination, and implementation of training for First year Faculty advisors and FirstChoice instructors.
- Assist in the development of support materials for First Year Advisement, including First Year Program, FirstChoice instructor, and advisement resource web sites.
- Assist in the development of support materials and presentations for open house programs.
- Assist in the maintenance and support of all First Year Program email mailing lists and grants.
- Support First Year Program Coordinator with initiatives such as document imaging, pre-registration, orientation advisement, and midterm grades.

Skills/Competencies Preferred:

- Student affairs programming, residence hall experience, academic advisement or similar experience is preferred along with an understanding of first year student issues.
- Basic computers skills required, a working knowledge of excel and web pages preferred.
- Ability to take initiative and work unsupervised with commitment to excellence.

Schedule/Compensation:

- Remuneration for the year is tentatively set at \$8400 stipend for 20 hours per-week. This is a year-long assistantship starting on *August 22, 2011* (due to staff training requirements).
- Additional benefits include: health insurance available, free employee parking, 10% off new textbooks from the college store and opportunities for professional development and training on and off campus.

If you have any questions or would like more information about this position please contact Michelle Bandla at michelle.bandla@oswego.edu.

Major Exploration & Career Development Assistantship (Anticipated Opening)

Position Description:

We are looking for a graduate student to support our efforts in the Compass, a center whose mission is to help students achieve success in college and beyond. Specifically, this graduate position will provide major and career development support for first year, sophomore and transfer students. This cohort also includes primarily undeclared students.

Support of major exploration and career development programs:

- Assist in the training and support of First Year Faculty Advisors working with undeclared students.
- Assist in the development and implementation of programs, workshops and classes that support the major exploration and career development process (including workshops for students on academic warning).
- Support the development and enhancement of resources for undeclared students and advisors (including web-based resources).
- Support the assessment component of our program delivery in related areas.
- Provide support to the Sophomore Year Experience program.
- Support other Compass programming initiatives.

Skills/Competencies Preferred:

- Student affairs programming, academic advisement or similar experience is preferred along with an understanding of transition issues facing students in their first two years of college.
- Basic computers skills required, a working knowledge of excel and web pages preferred.

Schedule/Compensation:

- This position requires a commitment of 20 hours a week with a contract period starting August 22, 2011 to June 1, 2012.
- Graduate Assistants are considered 1/2 time professional staff and will take no more that 3 courses per semester.
- Remuneration includes an \$8,400.00 stipend for 32-week academic year schedule.
- Additional benefits include: health insurance available, free employee parking, 10% off new textbooks from the college store and opportunities for professional development.

If you have any questions or would like more information about this position please call Christy Huynh or Jackie Campbell at 312.2240 or email us at Christy.huynh@oswego.edu or Jacqueline.campbell@oswego.edu.

Orientation Programs Graduate Assistantship
(Anticipated Opening)

Position Description:

We are looking for a graduate student to support our exciting efforts in new student orientation programs. This position will contribute to the overall program planning and implementation process of the summer Orientation program, Opening Week program, family programs and related functions.

Specific responsibilities will include:

- Assist with all details associated with the development and implementation of the Summer Orientation, Opening Weekend and additional transition programs for both students and their families.
- Assist with the development and use of a website and other technology resources in support of new student and family transition programs.
- Participate in Orientation Leader training and other associated development opportunities to further enhance the understanding of the position.
- Serve on various committees which focus on student transition programs, parent/family programs and other retention programs.
- Provide support and assistance in the development and implementation of assessment activities.
- Student affairs programming, residence hall experience, academic advisement or similar experience is preferred along with an understanding of first year student issues. Graduate matriculation as well as basic computer skills required and excellent communication skills required.

Schedule/Compensation:

- Remuneration for the year includes an \$8,400.00 stipend for 20 hours per-week throughout the academic year.
- Additional employment is available during the summer in support of the summer programs and is highly encouraged as a part of the position.
- Additional benefits include: health insurance available, free employee parking, 10% off new textbooks from the college store and opportunities for professional development.

If you have any questions or would like more information about this position please contact Nathan Emmons at Nathan.emmons@oswego.edu or 315-312-5522.