Dean of Students

Position: Graduate Assistant for the Dean of Students

Remuneration: $9,000.00 (plus tuition waiver)

Contact Person: Chad Barnhardt, Assistant Dean of Students

**Position Description:**

The primary responsibilities for the Graduate Assistant are to assist the staff of the Office of the Dean of Students with special projects and administrative tasks. The focus of this assistantship is to provide the graduate student with a generalist-type experience. Some of the responsibilities have included the following:

- Coordinate the Graduate Assistant selection process for the Division of Student Affairs in conjunction with the College Student Personnel recruitment efforts;
- Assist with print and web-based publications distributed by Dean of Students (e.g. Students webpage);
- Coordinate publications for OHIO Parents and Family members, including a University Guide and Calendar;
- Assist the Office of the Vice President for Student Affairs in the creation of the Division’s monthly staff newsletter;
- Coordinates the quarterly Faculty electronic newsletter and Required Notifications email to students;
- Coordinate the Voter Registration drive and celebration of Constitution Day on behalf of the Office of the Dean of Students;
- Coordinate Dean of Students’ Citations, awards given to outstanding students;
- Assist with assessment efforts of the department, including benchmarking projects;
- Participate in the Division of Student Affairs by joining one of its committees;
- Requires 20 hours per week while school is in session; other hours by mutual agreement. Must be available to participate in staff orientation and training during week prior to the opening of fall semester. Some evenings and weekends required, including: **Opening Weekend, Halloween, GA Interviews, and Commencement.**
- Respond to student and parent concerns;
- All other duties as assigned

**For general questions on the GA application process, please contact:** Jonathan Renard, Graduate Assistant for the Office of the Dean of Students at jr274509@ohio.edu or (740) 593-1800.

**Questions regarding the above position should be directed to:** Chad Barnhardt, Assistant Dean of Students, at 740-593-1800, or e-mail at barnhard@ohio.edu