Dean of Students

Position: Graduate Assistant for Student Senate
Remuneration: Minimum $9,000 (plus tuition waiver)
Contact Person: Jenny Hall-Jones, Dean of Students

Position Description:
The Graduate Assistant will be a member of the Office of the Dean of Students team. The Student Senate GA will assist the Dean of Students Office in providing support to Student Senate, its commissions, senators, and staff.

Specific responsibilities include:

• Assist in advising Senate and assuring that the commissions’ operations are in compliance with Student Senate rules relative to membership, meetings, committees, public announcements, maintenance of records, etc.;

• Advise the Senate Appropriations Commission (SAC) in:
  o administering its funding process for registered student organizations;
  o auditing the accounts of student organizations that have received funding;
  o planning and implementing training for commission members on SAC operations and funding processes;

• Facilitate and provide support for the annual Student Senate Election process
• Attend Senate and SAC executive, committee and general body meetings;
• Develop advising skills, presentation skills, and overall understanding of student government and student organizations at Ohio University;
• Maintain daily office hours;
• Attend weekly meetings with staff, supervisor, and advised organization(s);
• Fulfill other assigned duties;
• 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.
• Participation in Dean of Students, Division, University, and professional activities is encouraged.

How to apply: Please complete the online application at
http://www.ohiouniversityjobs.com/postings/12479

To apply, you will need your resume, cover letter, and a list of professional references. You may apply for up to four graduate assistantships at Ohio University. 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: Jenny Hall-Jones, Dean of Students, 740-593-1800, or e-mail hallj1@ohio.edu