Dean of Students – Student Government

Position: Graduate Assistant for Student Government
Remuneration: Minimum $11,000 (plus tuition waiver)
Contact Person: Jenny Hall-Jones, Associate Vice President for Student Affairs and Dean of Students

Position Description:
The Graduate Assistant for Student Government will be a member of the Office of the Dean of Students team and directly supervised by the Dean of Students. This GA will collaborate with the Vice President for Student Affairs and the Dean of Students in providing support to student leaders, the Student Senate and its subsidiaries.

Specific responsibilities include:
- Collaboratively advise Student Senate in conjunction with the Vice President for Student Affairs & Dean of Students to assure compliance with Student Senate rules & procedures, university policy and any applicable laws, etc.;
- Serve as the primary adviser for Student Senate and assure compliance with Student Senate rules & procedures, university policy and any applicable laws, etc. Collaborate with the Vice President for Student Affairs & Dean of Students in the advising of Senate strategic planning and operations.
- Directly advise the Senate Appropriations Commission (SAC) including:
  - Oversee the allocation and disbursement process of over $500,000 for registered student organizations;
  - Manage an effective auditing process for the accounts of all student organizations that have received funding;
  - Maintain a collaborative relationship with the Campus Involvement Center (CIC) as partners in the student organization management process;
- Facilitate and provide support for the annual Student Senate Election process by advising the Judicial Panel;
- Serve as the primary administrative link between student leaders and the university and community at large;
- Attend Senate, SAC, and Judicial Panel, executive, committee and general body meetings;
- Develop advising skills, presentation skills, tangible administrative experiences, an overall understanding of student government and student organizations at Ohio University;
- Maintain regular office hours;
- Attend weekly meetings with staff, supervisor and advised organization(s);
- Fulfill other assigned duties;
- Participation in Dean of Students, Division, University, and professional activities is encouraged.

Graduate Assistants are expected to work a total of 300 hours over the course of the semester. This time period will begin two weeks prior to the start of the semester and conclude at the end of the semester. This averages out to approximately 20 hours per week. Must be available to participate in staff orientation and training during the two weeks prior to the opening of fall semester. Some evenings and weekends required, including: Opening Weekend, Halloween, Interview Weekend, and Commencement.

To apply, please complete the online application at: [http://www.ohiouniversityjobs.com/postings/21226](http://www.ohiouniversityjobs.com/postings/21226)

To apply, you will need your resume, cover letter, a list of professional references, and your autobiographical sketch/personal statement. You may apply for up to four graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Emily Mason, Graduate Assistant for the Office of the Dean of Students at em585714@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