Higher Education and Student Affairs (HESA) Graduate Assistant Job Description

The purpose of the HESA GA is to assist the Program Coordinator with the overall maintenance of all HESA programs. Effective written and oral communication are a must give the GA will be responsible for coordinating events and outreach to potential students and alumni. This assistantship requires 20 hours per week. The requirements for this assistantship include but are not limited to:

- Co-ordinate CSP Interview Weekend in conjunction with the Dean of Student GA
- Assist with co-ordinate HESA information sessions and orientation events
- Recruiting and communicating with prospective HESA students
- Maintaining communication with current HESA students
- Assist with social media updates (twitter, facebook, LinkedIn)
- Attend Student personnel Association (SPA) meetings
- Provide innovative and creative recruitment, marketing, and alumni outreach initiatives for HESA
- Work directly with the SPA executive board on the HESA newsletter, alumni outreach, and the CSP Graduation Event
- Represent HESA and answer questions at one regional (fall) and one national (spring) conference
- Provide clerical assistance (making copies, sending emails, creating flyers)
- Other reasonable duties as assigned

Successful completion of the aforementioned will result in the following:

- The Counseling and Higher Education Department will provide a graduate tuition waiver and provide a stipend
- A stipend of $13,000 during the fall and spring semesters
- 1 regional and 1 national graduate student membership and conference registration

To apply, please complete the online application: [http://www.ohiouniversityjobs.com/postings/17587](http://www.ohiouniversityjobs.com/postings/17587)