Position: Campus Relations Graduate Assistant: Student Alumni Board and BobcaThon
Remuneration: Minimum $11,000 (plus tuition waiver)
Contact Person: Katrina Heilmeier, Associate Director of Campus Relations

Position Description:

The office is looking for a Graduate Assistant to join the campus relations team and help to engage students with OHIO alumni. The OHIO Alumni Association (OAA) is committed to helping connect students with OHIO alumni, and create a dynamic experience for current students to encourage a life-long relationship with the university, and help them understand the purpose of philanthropy. This position would focus on student programming and alumni programming.

- Assist in advising the Student Alumni Board, a 70-person student board, in programming, fundraising, and professional development opportunities throughout the year.
- Assist in advising BobcaThon, Ohio University’s Dance Marathon benefiting the Ronald McDonald House of Central Ohio. Advise the students in recruiting, planning, and connecting students with philanthropy. Serve as a resource for an executive board member help them lead a team, plan and execute their goals throughout the year.
- Help the Campus Relations team in the OHIO alumni association plan programming to engage students, faculty, staff, and alumni with the association.
- Assist in student programming efforts including: homecoming, networking weeks, send offs, dinner with 12 strangers, and more.
- Hold weekly office hours.
- Requires 20 hours per week while school is in session; other hours by mutual agreement.
- Attend weekly meetings with staff, supervisor, and advised organization(s).
- Other duties as assigned.

This position is currently filled for the 2017-2018 academic year.

Questions regarding the above position should be directed to: Katrina Heilmeier, Associate Director of Campus Relations (heilmeik@ohio.edu)

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.