Higher Education and Student Affairs

Position: HESA Graduate Assistant
Stipend: $13,000, plus College Student Personnel Tuition Waiver
Contact: Dr. Laura Harrison, Program Coordinator, HESA

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-coordinate CSP Interview Weekend in conjunction with the Dean of Student GA
➢ Co-coordinate Homecoming Weekend Events with the Vice President of Student Affairs
➢ Plan HESA orientation
➢ Recruiting and communicating with prospective HESA students
➢ Maintaining communication with current HESA students
➢ Assist with social media (Twitter, Facebook, LinkedIn) and update websites
➢ 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 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

This position is currently filled for the 2019-2020 academic year

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 six graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Elizabeth Stermer, Graduate Assistant for the Office of the Dean of Students, at es933317@ohio.edu or (740) 593-1800.

Questions regarding the above position should be directed to: Dr. Laura Harrison at harrisol@ohio.edu