Position Description:

The Graduate Assistant, under the direction of the Senior Assistant Director of Student Activities in the Campus Involvement Center (CIC), will serve as a primary advisor for the University Program Council. In addition they will assist with the coordination and implementation of major programming initiatives of the Division of Student Affairs including Homecoming Week events, special event weekends and Baker University Center programs.

Specific responsibilities include:

- Serve as the Graduate Assistant advisor (primary advisor) for University Program Council, including directly supervising the Executive board, programmers and communication team
- Conduct weekly 1:1 meetings with University Program Council executive board
- Coordinate professional development opportunities for University Program Council including but not limited to conferences, retreats and workshops;
- Assist the Assistant Director of Student Activities with all Homecoming Week initiatives including Homecoming Court, the Homecoming Parade, and other major events
- Assist the CIC programming staff with Baker Center programs and reoccurring programs
- Assist in the coordination of events for family and special weekends;
- Maintain regular office hours;
- Attend bi-weekly CIC staff meetings;
- Attend weekly supervision meetings with Senior Assistant Director;
- Fulfill other assigned duties which could include Opening weekend activities, Homecoming activities and more;
- 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.
- Participation in CIC, Division, University, and professional activities is encouraged.

This position is currently filled for the 2018-19 school 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 four 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: Brian Heilmeier, Senior Assistant Director of Student Activities, Baker University Center 339, 740-593-4744 or e-mail heilmeie@ohio.edu.