Dean of Students

Position: Graduate Assistant for the Dean of Students
Remuneration: $13,500.00 (plus tuition waiver)
Contact Person: Chad Barnhardt, Assistant Dean of Students

Position Description:

The Graduate Assistant will be a member of the Office of the Dean of Students team, which is charged with advocating for students, coordinating response to student crisis, and providing outreach and engagement to parents and families. The primary responsibilities for the Graduate Assistant are to assist the staff of the Office of the Dean of Students with special projects and administrative tasks. The focus of this assistantship is to provide the graduate student with a generalist-type experience.

Some of the responsibilities include the following:

- Serve as liaison for the Division of Student Affairs and the College Student Personnel program;
- Oversee the Graduate Assistant matching and selection process for the Division of Student Affairs in conjunction with the College Student Personnel program;
- Coordinate, plan, and execute Interview Weekend for approximately 60-70 prospective candidates;
- Market the College Student Personnel Program and Interview Weekend to prospective graduate students through various communication efforts;
- Partner with the Higher Education and Student Affairs Graduate Assistant in collaborative recruitment efforts;
- Serve as the representative for the Division of Student Affairs within the Ohio College Personnel Association and participate in the Careers in Student Affairs Conference;
- Assist with web-based publications (e.g. Students webpage, Graduate Assistant position descriptions page, Graduate Assistantship applications, etc.) and email communications (e.g. semesterly Required Notices email) distributed by the Office of the Dean of Students;
- Coordinate the Voter Registration and support Constitution Day efforts on behalf of the office;
- Assist with assessment efforts of the department, including benchmarking projects;
- Participate in the Division of Student Affairs by joining one of its committees, attending professional development opportunities, and participating in various social justice in-services;
- Respond to student and parent concerns;
- All other duties as assigned

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.

There are no anticipated openings for the 2018-19 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 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: Chad Barnhardt, Assistant Dean of Students, at 740-593-1800, or e-mail at barnhard@ohio.edu