Dean of Students – Student Government

Position: Graduate Assistant for Student Government
Remuneration: Minimum $13,500 (plus tuition waiver)
Contact Person: Jenny Hall-Jones, Associate Vice President for Student Affairs and Dean of Students

Position Description:
The Graduate Assistant for Student Government will be a member of the Office of the Dean of Students team and directly supervised by the Dean of Students. This GA will collaborate with the Vice President for Student Affairs and the Dean of Students in providing support to student leaders, the Student Senate and its subsidiaries.
Specific responsibilities include:

- Collaboratively advise Student Senate in conjunction with the Vice President for Student Affairs & Dean of Students to assure compliance with Student Senate rules & procedures, university policy and any applicable laws, strategic planning and operations, etc.;
- Assist in the planning and execution of the Student Trustee Selection process;
- Serve as the primary administrative link between student leaders and the university and community at large;
- Facilitate and provide support for the annual Student Senate Election process by advising the Judicial Panel;
- Attend Senate, SAC, and Judicial Panel, executive, committee and general body meetings;
- Develop advising skills, presentation skills, tangible administrative experiences, an overall understanding of student government and student organizations at Ohio University;
- Maintain regular office hours;
- Attend weekly meetings with staff, supervisor and advised organization(s);
- Fulfill other assigned duties;
- Participation in Dean of Students, Division, University, and professional activities is encouraged.
- Directly advise the Senate Appropriations Commission (SAC) including:
  - Oversight of the allocation and disbursement process for over $500,000 for registered student organizations;
  - Manage an effective auditing process for the accounts of all student organizations that have received funding;
  - Maintain collaborative relationship with the Campus Involvement Center (CIC) as partners in the student organization management process;
- We seek a candidate committed to working with diverse populations

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: Jenny Hall-Jones, Dean of Students, 740-593-1800 or e-mail hallj1@ohio.edu