Graduate Assistant positions within the Division of Student Life at Campbell University are based on a 30-hour per week and may require occasional weekend or after business hours work. Interested candidates should submit an application to the Department of Student Life, attention Jennifer Brown (Office #204, Wallace Student Center, PO Box 95, Buies Creek, NC 27506 ~ Fax: 910-893-1977 ~ Email: jbrown@campbell.edu)

**Current Graduate Assistant Openings:**

**Vice President’s Office**

**Reports To:** Vice President for Student Life, via Administrative Assistant

**Responsibilities and Essential Functions**

- Scan & Catalog documents into On-Base System
- General administrative duties (filing, answering phones, etc.)
- Help with Special Events (as needed)
  - New Student Orientations
  - Move-In Weekend
  - Family Weekend
  - Homecoming
  - Winter Graduation
  - Honors Banquet
  - Senior Dinner
  - Spring Graduation
- Other duties as assigned by the Vice President for Student Life

**Education Required**

- Minimum: Bachelor Degree with concentration in Business

**Qualifications and Skills**

- Professionally competent with Microsoft Office Suite (MS Publisher, MS PowerPoint, MS Excel, MS Word)
- Ability to work independently with initiative and self-direction in order to accomplish the goals and purpose of the Office of Student Life
- A commitment to the Christian principles and values of the university and display the same in action, word, and deed.
International Student Services (Office of Student Activities)

The Graduate Assistant for International Student Services assists the Director of Student Activities in the planning and execution of activities, events, and services for international students at Campbell University.

The Graduate Assistant for International Student Services works in conjunction with the Director of Student Activities to provide opportunities for the enhancement of student life at Campbell University. The Graduate Assistant reports to the Director of Student Activities and is a part of the Department of Student Life.

The Graduate Assistant must be enrolled in the Graduate School at Campbell University with good standing. This is a 30hrs per week position, and requires a significant amount of night and weekend work. The Graduate Assistant must be available on a consistent basis to work night and weekend events and must have a flexible schedule. This position also requires the ability be approved by Campbell University to drive students in University vans.

RESPONSIBILITIES:

PROGRAMMING AND ADVISING

- Plan events and activities for international students.
- Coordinate services such as shuttles to Social Security, the Health Department, Airport/Train stations, and others as needed.
- Plan and lead the International Orientation sessions in spring and fall.
- Advise the International Student Club and assist other internationally oriented student organizations as well as the Campus Activities Board Diversity Committee.
- When needed, supervise events hosted by CAB, and occasionally assist with events planned by the Student Government Association, the Inter-organization Council, or the Department of Student Life as needed.
- Assist with other tasks as assigned by the Director of Student Activities.

ADMINISTRATIVE

- Keep regular office hours, and assist with general office function.
- Maintain and record the budget files and student worker payroll for International Student Services.
- Complete projects as assigned by the Director of Student Activities
SGA Graduate Assistant (Office of Student Activities)

The Graduate Assistant for Student Activities assists the Director of Student Activities in the planning and execution of activities and events at Campbell University. In addition, the Graduate Assistant will assist in advising the Student Government Association and Inter Organizational Council.

The Graduate Assistant for Student Activities works in conjunction with the Director of Student Activities to provide opportunities for the enhancement of student life at Campbell University. The Graduate Assistant reports to the Director of Student Activities and is a part of the Department of Student Life.

The Graduate Assistant must be enrolled in the Graduate School at Campbell University with good standing. This is a 30hrs per week position, and requires a significant amount of night and weekend work. The Graduate Assistant must be available on a consistent basis to work night and weekend events and must have a flexible schedule. This position also requires the ability be approved by Campbell to drive students in Campbell University vans.

RESPONSIBILITIES

PROGRAMMING AND ADVISING
- Advise the Student Government Association (SGA), and assist with planning and executing programs, meetings, elections, etc.
- Supervise events hosted by CAB, SGA, International Students, the Inter-organization Council, or the Department of Student Life as needed.
- Attend SGA and IOC meetings regularly.
- Assist SGA with submitting the correct requisitions, budgets, and other departmental forms.
- Assist in the planning and facilitation of the SGA retreat

ADMINISTRATIVE
- Keep up with all paperwork for IOC.
- Plan events for IOC such as Street Fair, and assist with IOC Relay for Life.
- Keep regular office hours, and assist with general office function.
- Complete projects as assigned by the Director of Student Activities
**Student Support Services**

**Retention (Student Support Services)**

Duties/Responsibilities:

- Contribute to and further develop Campbell’s Retention Initiatives
  - Mentor students, assisting with study skills, anxiety, and other transitional concerns
  - Create data reports regarding student progress
- Present various on-campus seminars
  - Create and present Lunch & Learn sessions on study skills, test-taking skills, test anxiety, stress management, and so forth
  - Create and present programs for academic and athletic groups – upon request
  - Create data reports regarding presentation evaluations
- Assist Director of Student Support Services and Retention with various tasks
  - Deliver test materials from Student Support Services throughout campus
  - Other administrative duties

The position is 30 hours per week with occasional additional hours depending upon special events (i.e. Visitation Days, New Student Orientation, etc.). A graduate student enrolled in a Counseling program and/or with counseling experience is preferred.

**Student Support Services**

Duties/Responsibilities:

- Assist Director of Student Support Services and Retention with various tasks
  - Organize the tutoring program, the CU Writing Center, and Group Review Sessions
    - Tutoring Program: collect tutor applications, tutor requests and other tutoring data & manage tutoring database for tutors and tutor requests
    - CU Writing Center: Hire Writing Coaches, organize and create Writing Center schedule, and supervise Writing Center
    - Group Review Sessions: Schedule Group Review Leaders and Group Review Sessions
  - Create data reports regarding tutoring, CU Writing Center, and Group Review Sessions
  - Deliver test materials from Student Support Services throughout campus
  - Other administrative duties
- Present various on-campus seminars
  - Create and present Lunch & Learn sessions on study skills, test-taking skills, test anxiety, stress management, and so forth
  - Create and present programs for academic and athletic groups – upon request
- Create data reports regarding presentation evaluations

The position is 30 hours per week with occasional additional hours depending upon special events (i.e. Visitation Days, New Student Orientation, etc.). A graduate student enrolled in a Business program is preferred.