

WAGNER COLLEGE

BE PART OF THE CITY

Department of Co-Curricular Programs

Mission Statement:

Co-Curricular Programs encourages the active participation of all students (commuter and residential) by developing leadership skills, personal responsibility, and social justice advocacy. We celebrate individuality, diversity, and wellness through meaningful programming connecting students to the Wagner community.

Overview:

The Graduate Assistant (GA) for Co-Curricular Programs (Operations) provides and supports programs and activities that stimulate and enhance the curricular and co-curricular experiences of students. Reporting to the Director of Co-Curricular Programs, the position creates a seamless and inclusive learning environment within the college's student leader community. The position requires 20 office hours and up to 9 evening and weekend hours per week to support campus wide programming.

Responsibilities include:

- Acts as main point of contact for student groups planning events; advises student leaders on event spaces, timelines, facilities and media requests, etc.
- Supervises 4 student staff members including assigning their tasks and creating their office hours schedule
- Manages student organization requests in the Ad Astra scheduling system
- Plans and facilitates one office sponsored campus wide late night/weekend program monthly during Fall and Spring semester.
- Manage organization rosters.
- Work with Graduate Student Senate
- Participate in development and implementation of leadership initiatives.
- Compile and distribute monthly calendar of events.
- Ability to develop and maintain website.
- Other duties as assigned.

Skill Requirements:

- A Bachelor's Degree from an accredited institution.
- Enrolled in a full-time graduate program at Wagner College.
- Strong written and verbal communication skills.
- Competence in technology; proficiency in Word, Excel, and PowerPoint.
- Preferred: Membership in a national/international social Greek organization preferred.

Compensation:

- 80% Graduate tuition remission.
- Housing waiver and access to student campus facilities.
- Meal plan.

Note: Graduate Advisor for Co-Curricular Programs are not permitted to have employment outside of the GA position without approval from the Director of Co-Curricular Programs and the Dean of Campus Life and Leadership. Any job that is approved may not exceed 20 hours of outside commitments. GAs must maintain a 3.0 GPA and must be enrolled in a full-time graduate program at Wagner College.

To Apply: Please send a resume, cover letter, and the contact information for three references to Maggie Cross. She can be reached at Marjorie.cross@wagner.edu.