

WAGNER COLLEGE

B E P A R T O F T H E C I T Y

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 Advisor (GA) for Co-Curricular Programs provides and supports programs and activities that stimulate and enhance the curricular and co-curricular experiences of students. This GA assists the Director of Co-Curricular Programs in creating a seamless and inclusive learning environment through Wagner College Campus Activities Board (WagCAB) advisement, student organization event management and Coffeehouse management. The position requires 20 office hours and up to 9 evening and weekend hours per week to support campus wide programming.

Responsibilities include:

- Advise, train and evaluate the programming committees of the Wagner College Campus Activities Board (WagCAB) in developing student focused programming for a primarily residential campus.
- Coordinate fall and spring student organization Club Fairs and other programs to further student organization interest and development.
- Advise and coordinate major student events and program committees (ex. Welcome Week, Songfest, Homecoming, etc.).
- Facilitate student organization event supervision including chaperone, event planning and Ad Astra room reservation system trainings.
- Supervises the college's Coffeehouse programs, facility and student staff.
- Plans and facilitates one office sponsored campus wide late night/weekend program monthly during Fall and Spring semester.
- Produces and distributes the Weekend Bulletin a listing of on and off campus leisure time opportunities with other Graduate Staff.
- 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: Prior experience as a student organization leader (preferably campus Program Board)

Compensation:

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

Note: Graduate Advisors 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.