

College of Business Student Enrichment Graduate Assistant Position Description

Overview:

The College of Business Student Enrichment graduate assistant will work as an essential staff member, in conjunction with full-time staff, to manage the College of Business alumni-student mentoring program. The employee will gain experience in program planning, management and developing; budget management; assessment; database management; marketing; alumni relations; and recruiting.

Tiger Ties Mentorship Program (80%)

- Organize mentor/mentee networking and professional events
- Plan and implement mentor/mentee orientations
- Recruit students for participation in Tiger Ties; Assist Director in recruitment of mentors; collaborate with Development and Alumni staff
- Manage Tiger Ties software
- Manage Tiger Ties Student Leadership Team, including programming for leaders
- Regularly communicate with Tiger Ties participants (alumni and students)
- Write and publish monthly newsletters to participants
- Maintain current knowledge of best practices and trends in mentoring
- Ensure all participants meet requirements and complete required training program

Additional Office of Student Enrichment Roles (20%)

- Track attendance at assigned events
- Lead and/or assist with special projects and events
- Administrative tasks as assigned

Qualifications:

- Demonstrated leadership experience/involvement as an undergraduate and/or graduate student.
- Reliable, responsible, and able to adapt to new initiatives and priorities.
- Strong public speaking skills.
- Professionalism
- Knowledge of event planning for small/large scale activities.
- Ability to communicate effectively with students, faculty, administrators, employers, and community partners. Strong interpersonal, written and oral communication skills.
- Ability to work both independently as well as with a team.
- Ability to multi-task.
- Computer skills: Microsoft Word, Excel, and PowerPoint, Outlook
- Ability to occasionally work evenings and weekends.

Terms of Employment

Start Date = Preferably June/July 2019

Hours/week =25

12 month position, second year appointment based on work performance

Stipend = \$15,660

Supervisor = Leah Hughes, Ass't Director for Career & Professional Development