



BALL STATE UNIVERSITY

Office of Student Life

Graduate Assistant for Service Opportunities Responsibilities and Qualifications

Position Description:

The Graduate Assistant for Service Opportunities will serve as an advisor in support of the Office of Student Life (OSL) and its sponsored service initiatives. This position will assist in the recruitment and facilitation of service opportunities and events for Student Voluntary Services (SVS), Cardinal Kitchen (CK), and Alternative Breaks Association (ABA) by working directly with non-profit agencies in the community to develop and strengthen service opportunities for students, recruit students to participate in service projects, and general OSL programs and services. This position reports to an Assistant Director of Student Life, and is a one-year (SAAHE) or two-year (non-SAAHE) role. Annually there will be 1-2 position available for incoming graduate students.

Position Responsibilities:

- Co-advise Student Voluntary Services' Executive Board, oversight of Program Coordinators (PC's), and in planning the Spring Recognition Banquet
- Advise SVS standing committees: Signature Events, Finance, and PC Life
- Assist with volunteer recruitment, orientation, placements, trainings, and referrals
- Coordinate and assist in conducting recruitment workshops and presentations for the campus community
- Oversee all use and functionality of GivePulse, Ball State's volunteer management system
- Coordinate disciplinary community service cases in conjunction with the Office of Student Rights and Community Standards
- Ensure assigned organizations are in adherence to University policy and are managing risk
- Assist in coordinating the selection of an annual scholarship and award
- Coordinate external communication; maintain and respond to SVS voicemail, and e-mail inquiries
- Maintain and catalog a digital library of service images involving Ball State students and community partners
- Advise the CK or ABA Presidents in weekly one-on-one meetings; and oversee CK or ABA Executive Boards
- Attend the annual ABA spring break service trip as the trip leader
- Assist with OSL responsibilities as determined by annual goals. May include advising SGA, working with Summer Bridge Programs, supervise the Digital Communications Intern, or develop evaluation plans
- Other duties and responsibilities as assigned

Minimum Qualifications:

- Involvement in a student organization or community service project
- An inherent interest in mentoring, developing, and supervising students
- Strong ability to work as part of a team and autonomously
- Outstanding interpersonal skills and ability to build relationships
- Willingness to work evening and weekend hours as a part of a flexible schedule
- Excellent task, priority, and time management skills
- Demonstrated experience within a student organization and event planning

Preferred Qualifications:

- Strong problem-solving and conflict management skills
- Demonstrated knowledge about community engagement best practices and theories of service learning
- Experience coordinating and facilitating programs and events



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Graduate Assistant for Service Opportunities Compensation and Benefits

Remunerations:

Graduate Assistants in the Office of Student Life will work approximately 20 hours per week. They are expected to fulfill all responsibilities on a weekly basis, so some weeks may require more hours to fulfill duties. In exchange, they will receive the following compensation and benefits package:

- Graduate Tuition Waiver (in or out-of-state tuition)
- Graduate Stipend (paid out bi-weekly during the academic year)
- 50% Discount on 2-Bedroom Apartment Rent in University Apartments (rent is inclusive of all utilities, cable, and internet). A value of \$3,550.00 (available for SAAHE students only)
- Bookstore Discounts for books (10%) and other merchandise (20%)
- Eligible for professional development funds from Teacher's College and the Graduate College

Skills, Knowledge, and Competencies Developed Through Assistantship:

The graduate staff member will develop the following skills, knowledge, and competencies as a result of serving as the Graduate Assistant for Service Organizations:

- **Conflict Mediation:** promoting reconciliation, settlement, or compromise between parties who are experiencing incompatible or opposing needs or wishes
- **Group Dynamics:** interacting effectively within small groups of people who have unifying relationships to each other
- **Instruction/Programming:** effectively imparting knowledge or information in educational contexts
- **Advising:** giving recommendations to others to help them make a decision or plan a course of conduct
- **Working Effectively with Diverse and/or Underrepresented Populations:** working effectively with diverse subgroups of students, faculty, and staff
- **Management:** skillfully directing or implementing organizational tasks and responsibilities
- **Problem Solving:** Analyzing problems from several perspectives, identifying and evaluating alternative solutions, and implementing selected solution(s)
- **Self-Knowledge:** understanding your own capabilities, character, feelings, or motivation, and how these affect your professional effectiveness
- **Supervision:** critically watching, overseeing, or directing activities or a course of action in an organizational context.
- **Utilizing Resources:** creatively employing or applying appropriate resources (physical, personal, educational, etc.)
- **Verbal Communication:** verbally communicating information, ideas, and contrasting points of view in an effective and professional manner (including nonverbal forms of expression)
- **Written Communication:** effectively communicating information, ideas, and contrasting points of view in written form