

Alfred University

Center for Student Involvement

GRADUATE ASSISTANT JOB DESCRIPTIONS

The Center for Student Involvement is composed of Student Activities, Diversity Programs and New Student Programs. We have 4 opportunities for graduate assistants to work 7.5 hours/week

Multicultural Assistantship Reports to Coordinator of Diversity Programming
Serves to strengthen our support for students from underrepresented populations

- Advise one student organization
- Provide support for educational and cultural activities
- Mentor students

Promotion/Publicity Assistantship Reports to Director of Student Activities
Serves to inform students of wide spectrum of involvement opportunities by

- Creation of bulletin boards, displays, posters, calendars, newsletters
- Inputting and updating website
- Contact record labels, local media, and other outlets
- Meets weekly with SAB student publicity chairperson / acts as mentor

Weekend Supervisor Assistantship: Reports to the Director of Student Activities

Provide weekend night supervision to the Powell Campus Center, the hub of campus life at Alfred University. Supervise student managers, staff, and volunteers who are presenting numerous events in both the Nevins Theater (weekly film series) and our Knight Club (bands, comedians, novelty acts).

- Act as professional staff member on duty during weekend night hours.
- Act as the crisis response coordinator for the building as well as problem-solver for various issues as they arise.
- Serve as a point of contact / support for student managers, volunteer leaders, visiting performers/artists.
- Train and coordinate a technical staff / moving crew to meet the building's set up needs.
- Inventory and assess condition of all building equipment, furniture, and appearance.
- Attend a weekly staff meeting.
- Review contracts for visiting artists and performers prior to each weekend's events.

For more information, please contact:

Tricia Debertolis, Director of New Student Programs

607-871-2175

debertpa@alfred.edu

All Student Affairs graduate assistants are expected to coordinate expectations and schedules with academic faculty and employers (if applicable).