



UNIVERSITY OF MARYLAND

ADELE H. STAMP STUDENT UNION
Center for Campus Life

POSITION DESCRIPTION TENTATIVE VACANCY

Graduate Student Community & Social Programs Graduate Assistant

The Graduate Student Community & Social Programs Graduate Assistant will work with the Coordinator for Graduate Student Life in providing programmatic initiatives to foster campus community, cross-disciplinary interaction, and improvements in the quality of life for graduate students.

Responsibilities

- Support the Coordinator in implementing services for graduate students.
- Provide community and social programming for graduate students including the Monthly Graduate Social Series, graduate family programs, and other quality of life programs.
- Create marketing material to advertise available programs.
- Partner with the Graduate School, graduate departments, and Division of Student Affairs departments to meet the needs of graduate students.
- Coordinate community service and civic engagement opportunities for graduate students in partnership with Community Service Learning and other offices on campus.
- Conduct regular evaluations of programs offered and maintain detailed records.
- Research graduate student social and community needs.
- Work with the Graduate Student Government to foster quality campus programs for graduate students.
- Serve on various campus committees.
- Other duties as assigned.

Qualifications:

Must have a bachelor's degree and be enrolled as a full-time graduate student at the University of Maryland. Direct experience in event programming, knowledge of and interest in graduate student issues, and assessment skills are preferred. Must have strong interpersonal skills, written and oral communication skills, and an interest in serving campus peers.

Terms of Appointment:

This is a 12-month position that begins July 1, 2009, and ends June 30, 2010, with an opportunity for re-appointment. This position entails 20 hours of work per week and requires occasional evening and weekend hours.

Compensation:

Compensation includes a bi-weekly stipend, individual health benefits, ten hours of tuition remission per semester, and four hours tuition remission during the summer.

To Apply:

For best consideration, submit your application by March 18, 2009. Applications should consist of a cover letter stating your interest in the position, résumé, and the names and contact information for three references to:

Julie Choe Kim
Coordinator of Graduate Student Life
1121A Stamp Student Union
University of Maryland
College Park, MD 20742
FAX: (301) 314-9634

For more information, please call (301) 314-9544 or email yckim2@umd.edu.

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