

March 12, 2019

Graduate Assistant, University Honors Program

One Position Available

JOB DESCRIPTION:

- **Development, planning, and implementation of projects within the Honors Program**
- **Assistance in the planning and execution of honors experiential learning programs**

Job Summary:

The person in this position provides support to the University Honors Program staff in terms of special projects, academic advising, admission events, experiential learning initiatives, and social media management. This role requires a significant amount of personal initiative to develop and complete projects that add to the operational efficiency of the Honors Program. The ideal candidate will also have prior knowledge of honors education and bring a creative spirit to the position that will aid in developing new projects that enhance the honors student experience.

The Honors Program also provides curricular and co-curricular programming and services for Honors students throughout their undergraduate careers. This graduate assistant may contribute to these initiatives through the student organization advising, program coordination, and event planning.

Remuneration:

This nine-month position is a one-year appointment that might be renewed. It offers tuition remission for 9 hours in the fall and 9 hours in the spring, as well as a monthly stipend and health benefits (fall and spring semesters). In exchange, the assistant will work for 20 hours per week while school is in session, holidays excluded.

Reports to: Assistant Director, University Honors Program

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES

1. Represent the University Honors Program during Welcome Week events, University recruitment events, and other events hosted by the University Honors program.
2. As appropriate, attend meetings, workshops, trainings, and university events for personal and professional development in Academic Advising.
3. Work with the Director and Assistant Director of the University Honors Program to establish, implement, and evaluate desired outcomes and performance objectives. Work in collaboration to achieve the mission and goals of the University Honors Program.
4. Assist in the delivery and assessment of Honors Program academic experiences, including the International Partnership Program and the Honors Study Abroad course.
5. Perform other duties, as assigned.

EXPECTED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Effective helping skills
- Effective interpersonal skills
- Effective communication skills
- Effective organizational skills
- Ability to show empathy and work effectively with students in crisis situations
- Ability to perform in a professional manner with faculty, staff, students, and parents
- Ability to work effectively as a member of a team
- Banner Self-Service experience (or experience with similar databases)
- Internet Native Banner experience (or experience with similar databases)
- Proficiency with Microsoft Office suite and ability to learn new computer skills
- Understanding of social media and ability to use these tools to communicate with students

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MINIMUM QUALIFICATIONS

Bachelor's degree; strong academic background; experience with undergraduate students in a student service setting. **Must be enrolled as a full-time student in a Saint Louis University graduate program.**

PREFERRED EXPERIENCE

Training or experience with social media; training or experience with program or event planning; experience as a student in a University Honors Program.

APPLICATION PROCESS

Provide letter of application, resume, and contact information for two academic references to University Honors Program (honors@slu.edu). Preference will be given to students who could return for the 2020-2021 academic year.