ATTENTION GALLATIN GRADUATE STUDENTS!

GRADUATE ASSISTANT POSITION

Student Affairs/Student Life
Gallatin School of Individualized Study

The Offices of Student Life at Gallatin seeks a Graduate Assistant to work an average of 20 hours per week during the academic year to carry out professional, administrative and planning responsibilities central to meeting the goals of our offices. This is a two-year position.

Responsibilities include:

1) Advise and facilitate Gallatin student club development.
2) Plan, coordinate and implement a variety of student development initiatives & programming areas including: faculty/student discussions such as the Coffee House series and Conversations in Context; Black History Month and other programs as they arise.
3) Assist staff with Orientation and Graduation planning.
4) Advise and monitor Orientation Leaders throughout the duration of the Fall academic semester ensuring their engagement with first year students.
5) Assist with marketing and online presence of office and programs, including keeping the pages of the Gallatin Student Life website up to date.
6) Help design, develop and implement new programming for graduate and undergraduate students that builds a sense of community among students. Other duties as assigned by the Assistant Director of Student Life.
7) Assist with the leadership of the Gallatin Graduate Student Organization.

Qualifications:
The successful candidate must be a self-starter with strong interest in working with students and developing alternative educational programs; strong communication and organizational skills; the ability to interact with undergraduates and graduate student peers; and the ability to manage a wide range of duties and assignments within the 20-hour/week work schedule. This position requires creativity and innovation in developing educational programs for student leaders. Past experience with student organizations, student council, or student programming is also required. NOTE: Preference will be given to qualified candidates who are able to start work as a student employee in July 2018.

Work Schedule:
An average of 20 hours per week for 30 weeks during the academic year (Fall and Spring semesters). Some evenings and weekends may be required.

Compensation:
$21,160 stipend, tuition remission for up to 12 credits per semester and health benefits. Because the Graduate Assistants receive tuition remission, they are not eligible for additional scholarship aid from Gallatin or NYU. This position is covered by a collective bargaining agreement. Union dues (or agency fees in lieu of dues) may apply.

To Apply:
Email resume and cover letter by April 15 to: ga.gallatin@nyu.edu
Please be sure to include, “GA Student Affairs/Student Life” in the subject line of the email.