

Department	Position Title	Responsibilities	Related Graduate Programs	Requirements/ Skills Needed
Counseling Center 439-4841	Alcohol and Drug GA 9 months	<ul style="list-style-type: none"> • Must understand and abide by all center policies. • Provides educational and prevention oriented presentations on issues of substance abuse. • Assists with mandated substance abuse education programs. • Assists with the general administration of the AOD program 	Counseling, Psychology, Social Work, Public Health, Education and Criminal Justice	<ul style="list-style-type: none"> • Must be enrolled in a masters or doctoral program at ETSU. • Clearly expressed interest in the area needed. • Looking for a mature candidate with excellent written and verbal skills. • Must be comfortable with Microsoft Word and Publisher.
	Campus Advocate Against Sexual Violence GA 9 months	<ul style="list-style-type: none"> • Must understand and abide by all center policies. • Provide educational and prevention oriented presentations on issues of sexual violence and gender equality • Helps coordinate Take Back the Night. • Assists with the general administration of the CAASV Program 	Counseling, Psychology, Social Work, Public Health, Education and Criminal Justice	<ul style="list-style-type: none"> • Must be enrolled in a masters or doctoral program at ETSU. • Clearly expressed interest in the area needed. • Looking for a mature candidate with excellent written and verbal skills. • Must be comfortable with Microsoft Word and Publisher.
	Graduate Assistant Peer Career Center 2 positions 12 months	<ul style="list-style-type: none"> • Greet students and assist them in receiving services they need • Assist students through the Discover program • Provide students access to eDiscover • Provide career counseling • Maintain the PCC database • Supervise work study students • Provide presentations and outreach programs 	Counseling, Psychology	Basic counseling skills, organizational skills, sense of humor
University Center 439-4286	Saturday Weekend Manager GA 9 months	<ul style="list-style-type: none"> • On-site supervision of the facility during all operating hours. • Act as the University representative to the weekend users of the facility. • Supervision and training of the student worker staff. • Maintenance of building security, especially in relation to the potential theft and vandalism. • Oversee and support the many events and activities in the building by insuring that the proper rooms and facilities are set-up and open as scheduled. • Prepare the necessary reports and administrative functions necessary to assist in the ongoing operation of the facility. • Emergency response to any health, fire, or other type of emergency. • Regularly assigned projects related to the operation of the University Center. 	Open to all majors	Efforts will be made to utilize the unique skills and abilities that the individual may possess.
	Information Technology GA 12 months	<ul style="list-style-type: none"> • Maintain and design web pages for SA division • Logo/graphic design work • Software/hardware trouble shooting 	Technology, Computer Science, Marketing and others	Must be web capable (html coding) and graphic design skills

Student Organization Resource Center 439-6633	Student Activities GA 12 months	<ul style="list-style-type: none"> • Reviews student organization constitutions. • Provides general assistance to student organizations • Assists with the Center's programs and services. • Assists in advisement and support of University Productions programs. • Assists in advisement and support of Homecoming Committee programs. 	Open to all majors.	Ability to handle multiple tasks; good oral and written communications skills; program planning; knowledge of pc computing (experience working with MS Word, Publisher, Excel and Access); ability to work with students and student organizations; experience in campus involvement as an undergraduate; evening and weekend work required
	Graduate Assistant for Community Service Programs 9 months	<ul style="list-style-type: none"> • Supports the delivery of co-curricular community service programming to students, faculty and staff • Establishes and maintains contact with private and public community services agencies; serving as liaison between these agencies and the larger campus community • Assists in the advisement of Volunteer ETSU and in the coordination of the Alternative Spring Break program • Participates as an active member of the Student Organization Resource Center staff and performs other duties as assigned by the Coordinator for Greek Life and Community Service Programs that further civic responsibility and student engagement initiatives within the campus community 	Open to all majors.	<ul style="list-style-type: none"> • interest in mentoring and advising students • ability to work well as part of a team and autonomously and with diverse populations • outstanding interpersonal communication skills and ability to build relationships • excellent decision-making and time management skills • flexibility, sense of humor, energy and enthusiasm • Evening and weekend work required. • Experiences with student activities, campus involvement opportunities preferred
	Greek Life Assistant 9 months	<ul style="list-style-type: none"> • Assists in the advisement of fraternities and sororities and their respective governing councils • Supports various programs and initiatives sponsored by the Office of Greek Life, the Interfraternity Council, the National Pan-Hellenic Council and the Panhellenic Council • Aids in the planning and execution of risk management education and monitors organization compliance with University policies and procedures • Participates as an active member of the Student Organization Resource Center staff and performs other duties as assigned by the Coordinator for Greek Life and Community Service Programs that further fraternity, sorority, and student engagement initiatives within the campus community • 	Open to all majors	<ul style="list-style-type: none"> • interest in mentoring and advising students • strong ability to work well as part of a team and autonomously • outstanding interpersonal communication skills and ability to build relationships • excellent decision-making and time management skills • flexibility, sense of humor • Evening and weekend work required. • Experiences with student activities, campus involvement opportunities preferred

Adult Commuter & Transfer Services 439-5641	Adult, Commuter, and Transfer Services GA 9 months	<ul style="list-style-type: none"> • Work 20 hrs per week, 8 am – 4:30 pm, Mon –Fri <p>Under the oversight of the A.C.T.S. Assistant Director assist with coordination and development of</p> <ul style="list-style-type: none"> • E-mail mentoring • The Net (fall and spring) • Alpha Sigma Lambda • Rideshare Program • Welcome Celebration (fall) • Community Showcase (fall) • Commuter Fair (fall) • The Net Movie Event (fall and spring) • Commuter Appreciation Days • Development of publications and web content <p>As the graduate assistant, you are expected to perform the following tasks when they are needed and requested by the above mentioned supervisors:</p> <ul style="list-style-type: none"> • Filing • Copying • Faxing • Creating banners • Related duties as assigned 	Higher Education with a concentration in Counseling is preferred. Other majors considered – contingent on skills matching needs of the position.	<ul style="list-style-type: none"> • Ability to work in a fast-paced environment • Good communication and writing skills a plus • Able to communicate with diverse populations • Experience in group leadership development • Excellent computer skills (PC platform) • Advanced skill levels in Macromedia Dreamweaver and Adobe Photoshop • Ability to complete project deadline with moderate supervision
	Tuition Scholar 8 hour	<ul style="list-style-type: none"> • Support for the e-mail mentoring community program resources listing and Alpha Sigma Lambda 		
Disability Services 439-8346	GA Positions (3) 10 months	<ul style="list-style-type: none"> • Assist in the provision of accommodations • Facilitate leadership workshops and group activities • General office duties • Subject tutoring • All other duties as assigned 	Special Ed, Education, Counseling, Psychology Other majors will be considered	Good organizational skills and strong work ethic a must Good computer skills necessary

<p>Housing 439-4446 Accepts Applications Year Round</p>	<p>Resident Director (6) 9 months</p>	<ul style="list-style-type: none"> • Staffing: Recruitment, training, supervision of Assistant RDs/RAs, coordinate staff scheduling and duties; conduct weekly staff meetings; and facilitate effective leadership in building staff communication and teamwork. • Counseling: Approachable and responsive to students; informed about services available to students; make and follow through on referrals. • Group advising - programming: In tune with student morale, needs, and interest; advisor to the Hall Council; responsible for conducting Hall Council elections; encourage leadership development; assist staff/Hall Council in recognizing programming needs and developing programs for floor/hall or campus wide; attend hall activities and programs; responsible for hall activities and programs; responsible for hall programming; and assist Area Coordinator(s) and Assistant Director of Housing and Residence Life. • Housing administration: Responsible for direct supervision of the opening and closing of halls during all vacation/breaks; approve and facilitate all room changes within the hall at designated times; responsible for reporting safety and security issues, maintenance request, and facility needs; help provide on-call assistance for all Housing staff; coverage and responsible for total management of one or more resident facility. 	<p>Open to all majors</p>	<ul style="list-style-type: none"> • Admission to the school of graduate studies • At least one year of experience in residence hall work or related work • Receives and gives feedback, willing to self-evaluate, good listener, empathetic, shows initiative and creativity, respects confidentiality, and possesses administrative and organizational ability.
<p>Campus Recreation 439-4266</p>	<p>Campus Recreation GA (5) 9 months</p>	<ul style="list-style-type: none"> • Direct delivery of activities, programs and services to the campus community and/or • Supervision of students delivering activities, programs and services. • Each GA focuses on one or more of the following programmatic components: fitness, intramural sports, marketing, outdoor adventure and sports clubs. • Assist in the stewardship of the Center for Physical Activity facility and intramural fields. 	<p>Physical Education and Exercise Science, Business, Counseling, Criminal Justice, and others</p>	<ul style="list-style-type: none"> • Experience as an undergraduate student worker in Campus Recreation. • Exercise Science, or Sports Administration major preferred. • Should be pursuing a career in fitness, or recreational sport.
<p>Student Affairs 439-4210</p>	<p>Research GA 12 months</p>	<ul style="list-style-type: none"> • Assists Associate V.P with all aspects of student research • Administers institutional surveys • Works with SPSS and data manipulation • Produces SA Research Newsletter 	<p>Psychology, Sociology, Education, and others</p>	<p>Knowledge of general research procedures, SPSS, and computer skills.</p>
	<p>New Student Programs GA 12 months</p>	<ul style="list-style-type: none"> • Assists Dean with all aspects of new student programs • Provides administrative support for the Orientation and Preview Programs • Produces Parent Newsletter • Assists in development and maintenance of online orientation 	<p>All majors considered.</p>	<ul style="list-style-type: none"> • Ability to complete project deadlines with moderate supervision • Desktop publishing and web skills a plus. • Excellent computer skills • Good writing skills

Hours: Most Student Affairs Graduate Assistants work 20 hours/week on a nine-month contract. Exceptions do exist (i.e., Housing Graduate Assistants).

***Pay:** Base pay is \$5,000 for nine months and some assistantships have raises in the second year or are paid a higher rate because of work performed or skills required.

Also listed online www.etsu.edu/students/central/gradast.htm

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The Division of Student Affairs

The ETSU Division of Student Affairs consists of the following departments: The Office of Student Affairs, the Office of Multicultural Affairs, the Counseling Center, the Office of Career Placement and Internship Services, the University Center/ID Services, the Student Organization Resource Center, Center for Community Engagement, Learning & Leadership, the Adult, Commuter and Transfer Services, the Office of Services for Students with Disabilities, the Office of Housing and Residence Life, Student Publications, and Campus Recreation.

The mission of Student Affairs is to intentionally connect student academic work and out-of-class experiences, maximize student learning and development, motivate students to participate in educationally purposeful activities, provide facilities, services, programs, and publications that establish a setting that enables learning to take place, and establish a diverse, interactive learning community. In order to carry out this mission, Student Affairs has defined certain student learning and development outcomes that it wishes to achieve, strategic goals for the next five years, and a “work architecture” which describes the hierarchy of work for the division and each of its departments.

The Senior Associate Vice President for Student Affairs provides administrative leadership for Student Affairs and serves as the primary link between students, parents, faculty, and the administration of the university. The Division’s leadership team, which consists of associate and assistant vice presidents and directors, shares decision-making responsibility with the Senior Associate Vice President for the direction of the division. In addition, the central office staff offers a variety of direct services to students including new student orientation, academic appeals, judicial affairs, student research, student activities funding, and student advocacy and problem resolution.

The Division of Student Affairs is one of five major divisions of the university. The other divisions are Academic Affairs, Business and Finance, Health Sciences, and University Advancement. Student Affairs is a full participant with these other divisions in advancing major projects on behalf of students. Specifically, it is charged with responsibility to advocate on behalf of students, and provide a variety of high quality services to enhance student learning and development.

In addition to its professional and full-time support staff, Student Affairs relies heavily on graduate assistants and student paraprofessionals to deliver its services to students and other constituents both on and off campus. Because of this, Student Affairs takes seriously the recruitment, training, supervision, and professional development of this segment of its staff. As with all personnel within the division, graduate assistants and student workers are treated with dignity and respect as “first class citizens” in recognition of their important role in providing services and programs to ETSU students.