Department: The Office of Student Involvement (OSI)
Title: Graduate Assistant for Campus Programs
Reporting to: Assistant Director for Campus Programs
Hours/Week: 20 hours/week (includes nights and weekends) plus training and orientation
Compensation: MRA Rate plus professional development funds
Tuition Remission: Full – See Offer Letter
Term Date: August 1st, 2022 to May 2024 (with review for additional summer work)

About OSI
The mission of the Office of Student Involvement is to foster the growth of the total person, one who builds community, values differences, leads ethically, and serves others. The office also provides a variety of services, programs, and activities to enhance campus life.

Under the leadership of the Director of Student Involvement, the department consists of 7 professional staff members, 3 graduate positions, and 12 student workers.

Position Overview
The Graduate Assistant for Campus Programs will serve as a member of the three-person Campus Programming team which is comprised of the Assistant Director for Campus Programs and two Graduate Assistants for Campus Programs. Together, this team will be responsible for advising Villanova University’s student run programming board (Campus Activities Team – “CAT”) that is responsible for large and small scale, alcohol free, and/or alternative late-night programming for the undergraduate Villanova University community.

This GA will also be responsible for assisting with the oversite of Villanova’s “Senior Week” with the other Campus Programming GA, under the direction of the Assistant Director, and will assist with other large-scale programming initiatives sponsored by the Office of Student Involvement including Welcome Week, Family Weekend, and high-risk weekend programming.

Specific Responsibilities & Expectations
- Attend GA training for the first and second weeks of August
- Attend & implement the CAT Orientation week along with the Campus Programming team
- Co-Advising the CAT leadership team as a member of the Campus Programming team
- Advise three Campus Activities Team Chairs/Committees:
  - Trips and Excursions
  - Late Night Programming
  - Marketing
- Serve as a mentor and resource for students on the Campus Activities Team while taking a holistic approach to student development and formation
- Assist in the implementation of Student Involvement programming
- Attend monthly Student Involvement operations meetings
- Meet weekly with the Assistant Director for Campus Programs for feedback, guidance, and evaluation
- Other duties as assigned