

Sykes Student Staffing – Graduate Assistantship
Sykes Student Union
West Chester University

POSITION TITLE: Graduate Assistant for Sykes Student Staffing

REPORTS TO: Associate Director of Sykes Student Union

POSITION SUMMARY

The Sykes Student Union Graduate Assistant for Sykes Student Staffing will assist with the marketing, hiring, training, scheduling and evaluation of student staff. They will also manage opportunities for staff development and motivation.

DETAILS

- 10 month contract- August 29th - May 13th
- Availability Friday August 26th 6pm-1am for Welcome Week Sykes After Dark
- Availability in August the week before classes start (and possibility of additional summer hours) with separate payment.
- 20 hours per week.
 - Weekday hours will be set based on availability. A mix of day and evening hours as appropriate.
 - May be asked to “flex hours” to support special events as needed.
- Tuition and stipend provided.

SPECIFIC RESPONSIBILITIES

- Marketing and hiring of student staff positions within Sykes Union.
 - Advertise and market open Sykes Staff positions to attract a diverse applicant pool across campus. Marketing may include designing advertisements, social media, tabling in Sykes Union and involvement fairs, conducting interest group sessions.
 - Assist the Associate Director in editing the employment application.
 - Organizing job applicants as they apply, reading applications, and recommending students for interview.
 - Conducting interviews of job applicants both individually and/or by soliciting a hiring committee of professional staff and students, as appropriate.
 - Maintaining strong communication with all applicants throughout the hiring process.
- Assist with both job training of Sykes Student Staff and Life Skills training.
 - Our training takes place both in August and January before the semesters begin and as needed throughout the semester.
- Assist with scheduling staff.
 - Monitor Lates and Absences.
 - Monitor and solicit/assign staff as needed for open shifts.
 - Adjust staff's schedules and shifts as needed.

- Monitor Sykestime@wcupa.edu email account.
- Manage disciplinary point system (DPS) for all staff members of Sykes Union.
- Plan staff events, outings, recognition, and programs to motivate and connect Sykes Staff.
- Attend staff meetings as necessary.
- Enforce all policies and procedures as they relate to staffing, the Union, and the University.
- Assist with evaluation and assessment of all student staff, using rubrics, learning outcomes, evaluations, and exit interviews.
- Attend all trainings, orientations, new student programs and workshops as appropriate.

QUALIFICATIONS

Experience in small and large scale event planning, programming, and/or marketing on a university student program board or similar organization is required. Experience supervising student employees preferred. Enrollment in the M.S: Higher Education Counseling/Student Affairs program is preferred. A two-year commitment strongly preferred.

- Acceptance into a West Chester University Graduate Program
- Excellent organizational, administrative, and planning skills/experience.
- Public Relations experience
- Interest and enthusiasm in working with college students individually and in groups
- Possess strong leadership and advisory skills.
- Multitasking abilities.
- Ability to work with diverse groups of people.
- Ability to train staff in a variety of skills.

APPLICATION PROCESS

Please send your resume and letter of interest to Sykestime@wcupa.edu. Applicant information must include your program of study, which position you are interested in and why, applicability to your course of study/career, and three references.