

## **Graduate Assistant for Student Activities & Student Organizations**

The Department of Student Activities & Student Organizations (SASO) serves as a resource for student leaders, programming boards and over 300 registered student organizations through advising, leadership development and organizational support services. Through exemplary service, Student Activities & Student Organizations is a source for student development by fostering a learning environment that empowers students to engage and participate in a diverse array of enriching opportunities. The department serves as an integral part of the Division of Student Affairs and works closely with the Butler Center for Volunteer Service and Leadership Development, Department of Orientation and Commuter Student Involvement, Multicultural Student Affairs, and the LGBTQ Student Center.

The Graduate Assistant for Student Organizations serves as a member of the Student Activities and Student Organizations team and has direct reporting responsibility to the Associate Director of Student Activities and Student Organizations. The Graduate Assistant will work 20 hours a week, which may include nights and weekends in the Department of Student Activities and Student Organizations. The term of the position will be from August 2025 to May 2026 and may be renewed annually. The assistantship stipend will be \$20,000 to be paid on a monthly pay cycle consistent. The stipend will be pro-rated for May. This position does not include a tuition waiver.

This position will support the 305+ undergraduate student organizations on campus through working closely with students in an advisory capacity and providing administrative oversight.

### **Primary Responsibilities:**

- Co-advises with the Associate Director of Student Activities & Student Organizations the Committee on Student Organizations (COSO). COSO serves as the governing body for undergraduate student organizations and is responsible for approving new student organizations; re-registering existing student organizations on a yearly basis; providing, developing, and improving services and resources for student organizations; enforcing policies and procedures related to student organizations.
  - Attend weekly Committee on Student Organizations Meetings.
  - Assist with the planning and implementation of Canefest and the Spring Involvement Fair tabling resource events, which include managing participant registration, attendance tracking, and event logistics.
  - Assist with the annual Student Organization Achievement & Recognition (SOAR) Awards ceremony, including managing award submission process, award review, judge selection, and event logistics.
  - Support the execution of the annual re-registration process that is required by all student organizations to complete.
  - Support the COSO new student organization process by managing the new student organization advisor orientation and forms.
- Maintain accurate records of all student organizations including executive board members, advisors, and account numbers and access.
- Onboard new student leaders and advisors, and facilitate trainings, share resources, and serve as point of contact throughout their transition.

- Assist in providing guidance to student organization leaders on policies, procedures, and event planning through the facilitation of leadership development workshops, training sessions, and strategic communications through the Student Organization ListServ.
- Manage SASO trip registration forms and trip waiver completion for undergraduate student organizations.
- Process simple performance agreements and sponsorship agreements for undergraduate student organizations and Student Life departments.

Additional Responsibilities:

- Assists with department-wide programs including Canefest, Spring Involvement Fair, Commencement, Homecoming, Student Fan Zone at home football games, and other department initiatives.
- Plan, organize, and execute events to recognize and celebrate the contributions of student leaders within the department's student organizations.
- Create and analyze event assessments to gauge engagement and learning outcomes in support of departmental assessment initiatives.
- Performs additional responsibilities as assigned by the Associate Director of Student Activities and Student Organizations.

Knowledge, Skills, Abilities (KSA):

- Excellent English skills, verbal and written, required.
- Excellent oral and written communication skills, required.
- Demonstrated project management, time management and organizational skills, with the ability to manage details of multiple projects within firm schedules.
- Ability to operate professionally and autonomously.

Interested candidates should send a cover letter and resume to [m.lavado@miami.edu](mailto:m.lavado@miami.edu)