



GRADUATE ASSISTANTSHIP: DEPARTMENT OF STUDENT ENGAGEMENT (STUDENT ORGANIZATIONS)

PROGRAM OVERVIEW

The Department of Student Engagement houses Fraternity and Sorority Life office, the Student Organization Center, major campus programming, and the Student Activities Board, providing advising, support, leadership development, and resources to over 39 fraternities and sororities and more than 300+ registered student organizations. The Department of Student Engagement is part of the Student Life unit within the Division of Student Affairs.

THE UNIVERSITY

East Carolina University® is a constituent institution of the University of North Carolina System and has an enrollment of 26,785 students (as of Fall 2023), making it North Carolina's fourth-largest institution of higher learning. Adjacent to a vibrant downtown district, ECU's Main Campus is in the heart of Greenville, North Carolina, a city of approximately 90,000 people. Greenville is the hub of North Carolina's coastal plain and serves as a business, medical and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and is within easy driving distance of coastal resorts.

REQUIREMENTS FOR CANDIDACY

Applicants should possess a bachelor's degree and admission (or anticipated admission) in an accredited degree-granting graduate program at East Carolina University. Additionally, all applicants should be in good conduct and behavior standing with East Carolina University, as well as local, state, and federal laws. Qualified applicants should exhibit excellent oral and written communication skills, interpersonal and organization skills, possess some knowledge of cultural and social justice issues. Preferred candidates will also be detail-oriented, exercise high-levels of independent judgment, strong facilitation skills, and have experience utilizing technology and social media such as: The Pirate Experience, online reporting tools, and Microsoft Office.

SCOPE OF POSITION

This position, awarded to a registered graduate student in good standing with the University, will work within the Department of Student Engagement to support the Student Organization Center. The Graduate Assistantship is based upon a flexible weekly and weekend schedule of approximately 20 hours per week during the academic semesters; the GA is expected to maintain a GPA of at least 3.0. The Assistant Director for Organization Development is the Graduate Assistant's immediate supervisor.

As a result of this Graduate Assistant position, the student will have the opportunity to gain the following core competencies based on Professional Competency Areas for Student Affairs Educators offered by ACPA and NASPA:

- **Personal Foundations:** Involves the knowledge, skills, and attitudes needed to maintain emotional, physical, social, environmental, relational, spiritual, and intellectual wellness; be self-directed and self-

reflective; maintain excellence and integrity in work; be aware of one's own areas of strength and growth; remain curious; have a passion for work and service to others.

- **Leadership:** Addresses the knowledge, skills, and attitudes required of a leader, whether it be a positional leader or a member of the staff, in both the individual capacity and within a process of how individuals work together effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.
- **Human and Organization Resources:** Understands and upholds institutional and departmental policies and goals; builds and maintains professional networks and their impact on goal achievement; ability to communicate with various groups; motivate self and others to achieve organizational goals; challenge self to build new skills; dispositions to act with transparency; cultivate alliances and collaborate with others; resolution of conflict; management of the politics of organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, technology, crisis management, risk management, and sustainable resources.

GENERAL RESPONSIBILITIES:

- Report to professional staff under the leadership of the Director, and serve as a member of the Department of Student Engagement.
- Assist with the facilitation, training, and development of student organization officers throughout their term in office including large-scale officer training events each semester.
- Provide administrative support to the new organization process.
- Assist with organizing and marketing involvement fairs hosted for student organizations throughout the year.
- Assist with the evaluation and assessment of programs and services provided by the Department.
- Other duties as assigned or of special interest to the graduate assistant, including campus wellness, diversity, inclusion, and belonging initiatives.

GRADUATE ASSISTANT EMPLOYMENT DETAILS

- Expected work dates to be mid-August 2024 – May 2025.
- Stipend of \$10,500.00 for 2024-2025 academic year, which will be paid \$583.33 semi-monthly for eighteen (18) pay periods.
- Tuition and fee scholarship for Fall 2024 semester equal to the rate of a full-time, in-state graduate student. This scholarship does not constitute payment for any services provided and may be renewed for the Spring 2025 semester upon satisfactory work performance and fulfillment of Graduate Assistant position contract requirements.
- Out of State waiver; not applicable.

APPLICATION PROCESS

- To apply for this position please email the following documents to mcfaddend23@ecu.edu - updated resume, cover letter, and list of three references including name, phone number, and email address. Final candidates will be contacted to arrange a time for an interview.
- For additional information about this specific Graduate Assistantship, contact Daniel McFadden, Assistant Director for Organization Development, at mcfaddend23@ecu.edu or 252-328-4235.
- Filling of this position is contingent upon the availability of funds.