

LEHIGH GRADUATE ASSISTANT POSITIONS



Spring 2015

Lehigh University Office of Financial Aid

This guide was created to assist students in determining Graduate Assistant positions across campus. Please note, this is subject to change and not all available positions may be listed. Interested applicants are encouraged to contact the office directly for additional information.

ADMISSIONS

27 MEMORIAL DRIVE WEST
610-758-3100

Contact:
Krista Evans
kde4@lehigh.edu

ATHLETICS

614 TAYLOR STREET
610-758-6629

Contact:
Richard Haas
rch3@lehigh.edu

Positions Offered:

1. General Assistant
2. Sales and Marketing: Duties are assigned based on skill sets, but general responsibilities include: Marketing/promotional support of Varsity Athletics contents, including but not limited to: on-court/on-field promotions, ticket operations, spirit group support, management of the mascot program, marketing/advertising Photoshop design, student attendance collection at Athletics events, group tickets sales events, and other event support.

Benefits:

- 20 credit hours covered per academic year
- Stipend Offered

Application Requirements (Due early April):

- Resume
- Cover letter
- References

CENTER FOR ACADEMIC SUCCESS

UNIVERSITY CENTER-ROOM 405
610-758-5181

Contact:

Kelley Grim
kag3@lehigh.edu

Position Descriptions:

1. Tutor Coordinator: The Tutor Coordinator GA is responsible for assisting the Center Director in coordinating the undergraduate peer tutoring program. Duties include:
 - Assist with tutor recruitment, hiring, training and supervision
 - Coordinate Center's group tutoring program and group sign-up process
 - Maintain MS Access tutor database and tutoring forms
 - Manage Center email account and respond to student requests/inquiries
 - Assist with tracking and assessment of services

Qualifications:

- Bachelor's degree and full-time enrollment in a graduate program
 - Excellent communication and interpersonal skills
 - Detail-oriented with strong organizational skills
 - Strong presentation and facilitation skills
 - Experience tutoring or teaching is preferred
 - Experience with MS Access is a plus
2. Learning and Study Skills Assistant: The Learning and Study Skills Graduate Assistant is responsible for assisting Lehigh undergraduates with the following academic skills: General Study Strategies, Time Management, Note Taking, Test Preparation, Test Taking, Academic Goal Setting, etc. The GA conducts one-on-one meetings with students and may also coach students with learning disabilities or ADD on a regular weekly basis. In addition to working one-on-one with students, the GA is responsible for conducting study skills workshops for fraternities, sororities, athletic teams, residence halls and other student groups and organizations. The GA works closely with Academic Life and Student Transitions staff and may be asked to perform other duties, such as proctoring exams, as needed.

Qualifications

- Bachelor's degree in psychology, education, counseling, or related field
 - Excellent communication and interpersonal skills
 - Strong presentation and facilitation skills
 - Strong time management and organizational skills
 - Experience in teaching or counseling is preferred
 - Experience with students with learning disabilities or ADD/ADHD is preferred
3. Program Coordinator: Work closely with the Center Director and the other Graduate Assistant Coordinators to oversee the daily operations of the Center and its programs. Specific responsibilities may include:
 - Meet individually with students for study skills assistance or academic monitoring
 - Facilitate workshops for student groups/organizations

- Represent the Center at university-wide or college-specific events
- Assist with tutor recruitment, selection, and training
- Help manage Center email account and respond to student requests/inquiries
- Create/manage social media accounts for the Center
- Help coordinate marketing of Center services and events
- Assist with tracking and assessment of services

Qualifications

- Bachelor's degree
- Excellent communication and interpersonal skills
- Detail-oriented with strong organizational skills
- Strong presentation and facilitation skills
- Experience tutoring or teaching is preferred
- Experience with MS Access is a plus

Benefits:

- 18 credit hours covered per academic year
- Stipend offered

COMMUNITY SERVICE OFFICE

UNIVERSITY CENTER-ROOM B001
610-758-4583
inserve@lehigh.edu

Positions Offered:

1. General CSO Opportunities: Supervises general office staff.
2. Homework Club Tutor Supervisor: Assist and organize homework club duties.

Benefits:

- 18 credit hours covered per academic year
- Stipend offered

COUNSELING AND PSYCHOLOGICAL SERVICES

JOHNSON HALL, 4th FLOOR

610-758-3880
incso@lehigh.edu

Positions Offered:

1. **Counseling and Psychological Services:** Primary responsibilities at the UCPS will include provision of primary assistance to the Center's teaching, consultation and outreach efforts, providing computer and UCPS web site based assistance as needed, helping with some of the program evaluation and other research conducted in the Center, and providing some counseling and consultation within the Center and to the university when requested to do so. At times the GA may be asked to complete intake and AoD evaluations, and to provide group and/or individual psychotherapy to Lehigh students as needed and as arranged by an assigned clinical supervisor. In most cases, the GA is expected to attend case conferences and staff meetings as well as assist UCPS staff with other center responsibilities related to the center's university clientele and other work. The director may also ask the GA to assist with "crisis and emergency" responsibilities. UCPS administration will provide supervision as appropriate to the responsibilities the GA is asked to assume, with some of this supervision possibly provided in a group context.

Benefits:

- 18 credit hours covered per academic year
- Stipend offered

Requirements (Application deadline May 31):

- Letter of interest
- Curriculum vitae
- Reference names

GLOBAL UNION

COXE HALL-Room 215
610-758-4505

Positions Offered:

1. Graduate Assistant

GRADUATE LIFE

217 W. PACKER AVENUE
610-758-4722
gradlife@lehigh.edu

Positions Offered:

1. Graduate Assistant

HEALTH ADVANCEMENT AND PREVENTION STRATEGIES (HAPS)

227 WARREN SQUARE E-Room 208
610-758-0275
inhaps@lehigh.edu

Positions Offered:

Graduate Assistant: Provide training and education to students regarding health issues such as alcohol and drug abuse, HIV/AIDS, sexual health, sleep difficulties and healthy eating. The primary responsibility of the Coordinator will be to oversee the day-to-day operations, the training, and the facilitation of the Peer Health Adviser program. The position requires flexibility in hours with nights and weekends occasionally required on a monthly basis.

- Oversee recruitment, selection, training and supervision of undergraduate volunteer Peer Health Advisers
- Maintain relationship with BACCHUS Peer Education Network through listserv communications and regional conference attendance
- Assess the health needs of students and conduct learning outcomes assessment of all Peer Health Adviser initiatives
- Conduct campus-wide prevention programs on student issues in conjunction with health observance programming as advised by the Director and in collaboration with other appropriate entities
- Assist in the development and implementation of marketing and communication efforts for the Peer Health Advisers
- Facilitate the weekly Peer Health Adviser meetings including agenda preparation, CourseSite updates and preparing minutes
- Maintain organization of Peer Health Adviser materials
- Perform additional duties and assist with special projects as assigned

Benefits:

- 18 credit hours covered per academic year
- Stipend offered

Requirements (Deadline Spring)

- Resume
- Cover letter

OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

COXE HALL
610-758-4859
intl@lehigh.edu

Positions Offered:

1. Graduate Assistant

OFFICE OF STUDENT LEADERSHIP DEVELOPMENT

UNIVERSITY CENTER-B013a

610-758-6674

leader@lehigh.edu

Positions Offered:

1. Leadership Programming and Training: The Leadership Programming & Training Graduate Assistant is a 20 hour per week para-professional staff member within the Office of Student Leadership Development (OSLD) at Lehigh University and reports directly to the Assistant Dean of Students for Student Leadership Development & Civic Engagement. The Graduate Assistant works to advance the OSLD vision, “to prepare students to be positive examples of leadership excellence and social consciousness in a complex and ever-changing global community,” by enhancing, advising and coordinating various leadership opportunities offered to students at Lehigh University.

This will be achieved through three areas of responsibility:

- Development and implementation of the Leadership Lehigh program and the Power and Privilege series
- Manage recognition programs including the Student Leadership Kickoff and the OSLD Recognition Banquet
- Leadership programming and training opportunities such as Altitude, Great Pocono Escape, EMERGE, Ropes Course and LeaderShape
 - Responsibilities
 - Prepare and implement logistics, facilitation and evaluation of fall and winter Leadership Lehigh retreats
 - Assist in the planning and implementation of an annual retreat for the OSLD student staff
 - Select and train the Leadership Lehigh Phase Coordinators and Project Advisors to ensure proper project planning, advising and execution for their project teams
 - Provide on-going supervision to Leadership Lehigh phases and Phase Coordinators ensuring effective preparation for and execution of Leadership Lehigh workshops, team meetings/projects, and documentaries
 - Assist with ongoing professional and personal development for the OSLD undergraduate staff as a whole
 - Leadership Programming and Development
 - Oversee the implementation and execution of the Altitude Student Leadership Conference and serve as an advisor to the co-chairs and a variety of the conference sub-committees
 - Develop the Power and Privilege series in collaboration with Leadership Lehigh
 - Lead recognition opportunities such as the Student Leadership Kickoff and the OSLD end of year banquet
 - Assist in the implementation of LeaderShape, Great Pocono Escape, EMERGE, etc...

- Assist in the development of new leadership curricula for use in workshops, trainings, and other types of leadership development programs, in particular with regard to the Leadership Lehigh program
- Aid in the facilitation of leadership training programs requested by student organizations, faculty, and staff
- Marketing and Coordination
 - Assist with the marketing, interviewing and selecting of the first year (Phase 1) Leadership Lehigh cohort, all Phase Coordinators and Project Advisors
 - Fully implement the Phase 4 Legacy Project by coordinating the timeline, offering feedback and scheduling student presentation evaluations
 - Serve as the primary resource for the cohort responsible for managing Altitude by coordinating scheduling, community service initiatives, team meeting logistics, and group projects
 - Serve as primary liaison on behalf of Altitude and Office of Student Leadership Development for Altitude Conference workshop presenters and keynote
- Assessment and Evaluation
 - Oversee student staff responsibility for the execution of a comprehensive implementation plan for measuring and evaluating student learning associated with the Leadership Lehigh Program
 - Ensure that Phase Coordinators are keeping accurate records and updating the Leadership Lehigh Phase binder and electronic resources
 - Consistently communicate with and gain feedback from Leadership Lehigh Project Advisors and Phase Coordinators regarding program effectiveness, participant satisfaction and logistics to ensure a quality experience for all participants.
 - As programs are developed conduct research on “promising practices” and assessment tools that will correlate to both the Dean of Students bLUeprint and developing trends in leadership education to ensure Leadership Lehigh program relevance and validity
- Other Responsibilities
 - Serve as an integral member of Office of Student Leadership Development staff by assisting with regular staff meetings, assisting with other office initiatives, and contributing wherever possible (ie. Ropes Course/EVERquEST facilitator, etc)
 - Serve as a fully trained lead and small group facilitator for the Ropes Challenge Course as needed
 - Be a fully trained tour guide for EVERquEST and facilitate as needed
 - Be knowledgeable of campus resources and be able to refer students to them as appropriate
 - Provide guidance and serve as a resource to students, faculty, and staff related to leadership development through experiential learning activities and initiatives
 - Perform related duties as assigned

Qualifications

- Possess a bachelor’s degree
- Enrolled in a graduate program, or a fifth year of study at Lehigh University
- Have participated in co-curricular opportunities within the college environment
- Have a basic working knowledge of leadership development, and college student development

- Work effectively with diverse populations of students
 - Exhibit a high level of creativity, ability to take initiative and work both independently and collaboratively
 - Excellent oral and written communication skills
 - Possess basic computer skills (knowledge of Microsoft Office, including Word, Excel, Power Point, and Publisher)
 - Serve as a representative of the Office to the broader Lehigh campus and beyond
 - Attend graduate courses regularly
2. Staff Development and Ropes Course: The Staff Development & Ropes Course Graduate Assistant is a 20 hour per week para-professional staff member within the Office of Student Leadership Development (OSLD) at Lehigh University and reports directly to the Assistant Director for Student Leadership Development. The Graduate Assistant works to advance the OSLD vision, “to prepare students to be positive examples of leadership excellence and social consciousness in a complex and ever-changing global community.” This will be achieved through two main roles, including the development and implementation of ongoing professional development opportunities for the OSLD student staff, and the coordination and management of the Ropes Challenge Course. In addition, the Graduate Assistant has the opportunity to work with the Office of Student Leadership Development to integrate experiential learning components from the Ropes Challenge Course into other student leadership development opportunities and to be a part of additional office initiatives that will advance the personal and professional development of the Graduate Assistant.
- Hiring, Training, & Supervision
 - Assist in recruiting and hiring OSLD student staff who will work as leadership specialists, social media & technology specialists, and graphic design & marketing specialists.
 - Develop agendas and lead biweekly OSLD student staff meetings
 - Create and provide ongoing professional development opportunities for OSLD student staff
 - Develop and implement team building opportunities for the OSLD student staff
 - Assist in the planning and implementation of an annual retreat for the OSLD student staff
 - Coordinate marketing efforts, recruitment, and hiring of student ropes course facilitators who will work collaboratively with professional course facilitators
 - Serve as primary liaison between OSLD and professionally contracted course facilitators (EdVenture Builders, LLC)
 - Develop and conduct course orientation and training for all facilitators of Lehigh’s Ropes Course
 - Provide ongoing supervision responsibilities (including performance evaluations) for student ropes course facilitators
 - Create ongoing professional and personal development activities for student ropes course facilitators
 - Devise opportunities for collaborative training and development for OSLD student staff, student ropes course facilitators, and Leadership Consultants, as appropriate

- **Assessment and Evaluation**
 - Create and begin executing a comprehensive implementation plan for measuring and evaluating student learning associated with being an OSLD student staff member and ropes challenge course facilitator
 - Assess all ropes challenge courses by utilizing the Office of Student Leadership Development evaluation process and make modifications to program content, logistics and facilitator style as necessary from feedback to improve the overall product delivered
 - Consistently communicate with and gain feedback from ropes challenge course and student/staff facilitators regarding program effectiveness, participant satisfaction and logistics to ensure a quality experience for all participants
 - As OSLD programs are developed, conduct research on “promising practices” and assessment tools that will correlate to both the Dean of Students bLUeprint and developing trends in leadership education to ensure availability of cutting edge experiential training resources and program relevance and validity
- **Course Maintenance, Life Safety & Risk Management**
 - Conduct regular ropes course and equipment inspections
 - Conduct 2 course maintenance days each year with student ropes course facilitators
 - Maintain equipment, course usage logs, and other course documentation and notify proper officials of any issues related to course maintenance and upkeep
 - Oversee all processes related to participant and course safety
 - Insure regular audits of course safety protocols and procedures are completed
 - Maintain up-to-date written records of all risk management and life safety policies and procedures
 - Conduct debriefing meetings with staff regarding course issues and incidents
 - Provide and collect all necessary insurance and medical waivers from participants prior to scheduled events
- **Marketing and Other Business Operations**
 - Implement a comprehensive, ongoing marketing effort for the ropes course to include such initiatives as web advertisement, direct mailings, client contact, brochures, fliers, etc.
 - Serve as primary spokesperson and client relations contact person regarding scheduling and planning ropes challenge course
 - Input data and generate regular performance reports regarding customer mix, costs and revenue, customer feedback, etc.
 - Monitor and track spending for the ropes challenge course by working in consultation with the Assistant Director for Leadership Development and the Administrative Coordinator
 - Build relationships with ropes challenge course clients and Lehigh faculty and staff to encourage consistent participation in and referral of the course based on the needs of various customer groups.
- **Other Responsibilities**
 - Serve as an integral member of Office of Student Leadership Development staff by facilitating regular staff meetings, assisting with other office initiatives, and

- contributing wherever possible (ie. Leadership Lehigh Retreats, LeaderShape, Altitude Student Leadership Conference etc)
- Be a fully trained tour guide for EVERquEST and facilitate as needed
- Be knowledgeable of campus resources and be able to refer students to them as appropriate
- Provide guidance and serve as a resource to students, faculty, and staff related to leadership development through experiential learning activities and initiatives
- Perform related duties as assigned
- Attend graduate courses regularly

Qualifications

- Have participated in co-curricular opportunities and outdoor and/or experiential learning opportunities within the college environment
- Have a basic working knowledge of leadership development, outdoor education and effective business and risk management practices
- Work effectively with diverse populations of students and external business clients
- Exhibit a high level of creativity, ability to take initiative and work both independently and collaboratively
- Excellent oral and written communication skills
- Possess basic computer skills (knowledge of Microsoft Office, including Word, Excel, Power Point, Publisher, and Access)
- Serve as a representative of the Office to the broader Lehigh campus and beyond

Benefits:

- 18 credit hours covered per academic year
- Stipend offered

RESIDENCE LIFE

227-229 WARREN SQUARE
610-758-6598
ams1@lehigh.edu

Positions Offered:

1. Graduate Assistant: The Graduate Assistant (GA) in the Office of Residence Life is a live-on position will concentrate on two key initiatives that align directly with the Division of Students Affairs. Primarily, the GA is responsible for the coordination, planning, and implementation of Lehigh After Dark event(s) namely, weekly Thursday Night Trivia. Through this initiative, the GA will collaborate with Gryphons, RHA, in addition to various other offices, clubs, and organizations. Secondly, the GA will maintain and update all social media outlets for Residence Life. The GA will strive to engage all residential students with our social media. The GA will be provided with the opportunity to develop professional contacts with Dean of

Students and learn more about the Office of Residence Life (ORL) and the larger field of Student Affairs.

Qualifications

- Full-time Lehigh University graduate student (minimum 9 credits per semester)
- Prior experience as a Lehigh University Gryphon with positive recommendation from supervisor(s) strongly preferred.
- Interest in exploring the field of Student Affairs, specifically, the area of Residence Life.
- Ability to complete projects on time and on budget, and report on status and progress.
- Excellent administrative, organizational, and time management skills.
- Computer skills with experience using social media including HootSuite, Facebook and Twitter.
- Proficiency in word processing, spreadsheet, database, and presentation and design software for marketing events.
- Familiarity with Lehigh specific software including the student portal, Course Site and the Hub preferred. Proficiency in word processing, spreadsheet, database, and presentation software.
- Website design skills preferred.

Benefits

- 9 credits covered per semester
- Stipend offered

Application Requirements:

- Resume
- Cover letter

2. Graduate Intern

- Be a full-time registered Lehigh University graduate student (minimum 9 credits per semester) at Lehigh University.
- Review and sign the Campus Guidelines and abide by all elements put forth in that agreement.
- Return to campus prior to each semester to assist with facilitation of Gryphon training (August, January).
- Maintain confidentiality when appropriate and in accordance with training.
- Abide by all University policies, rules, and regulations.
- Attend weekly ORL staff meetings and DOS meetings as appropriate.
- Serve as a resource to the Gryphons, Head Gryphons and Assistant Directors.
- Develop and maintain collaborative relationships with the Office of Residential Services and Dean of Students Offices.
- Provide continued support to ORL staff throughout the academic year by assisting with administrative duties, benchmarking, and new projects as developed.

- Abide by all University policies, rules, and regulations including, but not limited to, the General Provisions of Occupancy (GPO), Residential Services and Residence Life Campus Guidelines and the Student Code of Conduct.
- Serve as a positive representative for the Office of Residence Life.
- Create a transition report to provide necessary information for the upcoming year.

Benefits:

- 9 credits covered per semester
- Stipend offered

Application Requirements:

- Resume
- Cover letter

STUDENT CENTER FACILITIES

29 TREMBLEY DRIVE
610-758-4163
inscf@lehigh.edu

Positions Offered:

1. Technology and Operations Student Center Facilities

Computer skills and Programs

- Digital Signage Software: Learn the application process and logistics of programming and up keeping DIBs (Digital Information Boards) to include but not limited to sending out announcements, creating scenes, uploading postings, and creating flash video
- Photoshop and InDesign: Work with applications for maintaining The Wall (student organization photo frames) photo submissions, design or assistant with publications
- Microsoft Visio: Creating room diagrams for Student Center Facilities spaces using Microsoft Visio
- Create advertising for My Lehigh projects
- Create online training tools
- WhenToWork: Create and maintain The SOuRCe student staff schedules.
- Project Upkeep
 - DIBs: Understand and maintain the entire DIBs project. Maintain and respond to inscf user email account submissions, upload flyers into the system, maintain tracker system for posting and removing submissions, and work with student staff to develop and implement a marketing plan to create publicity to solicit submissions.
 - The Wall: Develop a marketing plan, implement, and create publicity to solicit submissions for The Wall locations in the University Center, Ulrich and Lamberton. Train, work with, and oversee Lamberton Building Supervisor staff on creating the images, send images to Printing, and coordinate the changing of images in the actual frames. New pictures must be added on a bi-weekly basis for the months of September, October, November,

- February, March, and April. Develop a reward program for groups that post all three months for each semester.
- My Lehigh: assist with planning, advertising, and design placement for some special photo exhibits
 - The SOuRCe Student Staffing
 - Work with the Assistant Director of Student Activities to schedule student staff using WhenToWork software.
 - Training: Train student staff on WhenToWork staff scheduling software. Assist with the training of student staff and provide input and support for staff meetings. Incorporate bLUeprint and job skills based around the department's Developmental Competencies, Learning Outcomes, and Assessment Plan for Student Staff. Review and make necessary changes to staff operating procedures.
 - Staff Meetings: Meet with Assistant Director for Student Activities and develop criteria based on the needs of the group.
 - Evaluations: Assist in the evaluation process of each student staff member in the Spring Semester. Create Evaluation surveys on The HUB student staff to complete and maintain assessment records. Create individual summaries from completed Evaluations for staff review.
 - Training Sessions
 - Work with Assistant Director for Student Activities to plan and implement training for student organizations.
 - Other Responsibilities
 - University Center: Work in the University Center ten hours per week up-keeping audio visual equipment, working on departmental projects, and implementing DIBs technology, which may include other campus departments. Work with the student Building Managers on End of Year Technology projects.
 - The Source – Student Resource Room (located on 2nd floor of the U.C.): Approximately ten hours per week will be spent coordinating work schedules for student staff, assisting with training of student staff and attending weekly workshop meetings.
 - Fall and Spring Expo: Assist with planning and executing the entire event.
 - Other duties: Other projects as assigned by the Director of Student Center Facilities and Assistant Director of Student Activities
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Application Requirements:

- Resume
- Cover letter

Benefits:

- 9 credits covered per semester
- Stipend offered

STUDY ABROAD

Lehigh Graduate Assistant Positions

COXE HALL
610-758-3351
studyabroad@lehigh.edu

Positions Offered:

1. Graduate Assistant

Benefits:

- Credit payment
- Stipend offered