



Position: Graduate Assistant, Student Government Association

Description: 10-month position with 20 hours/week (August 1, 2021 – May 25, 2022)

Compensation: \$13.50 hourly, on-campus (one bedroom or a shared multi-bedroom) apartment, parking, and \$500. Per semester in Babson Bucks (flexible dining dollars).

Accessibility to Public Transportation: Babson College is approximately one mile from the Wellesley Hills Commuter Rail train station and approximately four miles from the Woodland Station for the MBTA Green Line.

General Description:

Babson College is a private college located in Wellesley, MA. Babson enrolls about 2,200 undergraduate students and is a leader in business education and entrepreneurial leadership. Student Engagement is comprised of a Director, Associate Director, Associate Director, two Assistant Directors, and two Graduate Assistants working together to provide opportunities to students for learning, growth, and making meaning of life outside of the classroom.

Primary Responsibilities

The Graduate Assistant will provide support to the Director of Student Engagement in the main area of Student Government, event management, and student advising including but not limited to:

- Co-advise the Student Government Association alongside the Director to organize and implement campus-wide programming including budget management
- Develop and organize leadership initiatives including but not limited to: presenter outreach, organize workshops and events, create marketing materials, assessment, etc.
- Assist with personal and leadership development of SGA members, including planning and implementing SGA retreats and trainings
- Attend regularly scheduled meetings associated with shared advising duties
- Work directly with SGA members to support and implement SGA programs, events, and initiatives; Guide SGA Assessment of programs, events, and initiatives
- Support the SGA Vice President of Finance and Ways and Means Committee
- Process reconciliations of SGA funds spent
- Provide support for major office events including New Student Orientation, Family and Friends Weekend, Spring Concert as well as late-night/weekend programming
- Collaborate with campus partners as needed
- Other responsibilities assigned based on experience, talent and interest

In addition, a successful graduate assistant will demonstrate flexibility, adaptability and will be able to function within a collaborative team environment. The graduate assistant must maintain a positive attitude and represent the College and office appropriately.

Learning outcomes associated with the position:

- General knowledge of services and programming offered through Student Engagement, including but not limited to student development, event logistics, and budget management
- Ability to work with individual students and facilitate larger groups with regard to learning and developmental issues
- Ability to apply student learning and developmental theory to student affairs practice
- Adherence to and value for professional ethical standards; an ability to teach and model respect for shared community values
- Ability to build rapport, establish and maintain mutually satisfying relationships
- Flexibility and adaptability to changing circumstances; ability to develop creative solutions to complex problems