

Graduate Assistantship Position Description

**Position Title and Location**

Graduate Assistant, Office of Student Affairs

**Supervisor Name and Title**

Gabe Marenco-Garcia, Associate Director, Office of Student Affairs

**Contact Information**



Phone: Fax: Email:

215.898.4340

N/A [marencog@upenn.edu](mailto:marencog@upenn.edu)

<https://osa.universitylife.upenn.edu/>

200 Houston Hall

3417 Spruce St.

Philadelphia,PA 19104

**Hours/Schedule**

20 hours/week

**Position Length**

Mid/Late August 2024 – Early May 2025 (negotiable)

**Compensation**

$13,200 - paid weekly at $20.00/hour.

**Job Description and Required Duties**

**Overview:**

The Office of Student Affairs (OSA) is the University’s primary resource for all undergraduate student life.

The Office of Student Affairs Graduate Assistant is a valuable member of the OSA team and reports to the Associate Director of Student Affairs. The primary responsibility of the Graduate Assistant is to assist the Associate Director in advising the Social Planning and Events Committee (SPEC), the undergraduate student programming board, in the development of social and cultural events throughout the year. This includes advising students, attending steering and general body meetings, and working/supporting events that are planned throughout the semester. Additionally, the Graduate Assistant serves as a point person for Penn Family Weekend activities and assists the OSA staff in providing general assistance to student organizations across campus. This position requires someone who is comfortable with high student traffic and a steady stream of communication from students and staff.

**Assistantship Duties:**

* Assist with the daily activities related to SPEC, including advising student event planners, budget management, contract negotiation and processing, dispute mediation, and personal development.
* Help manage and implement feedback system for student organizations
* Serve as the coordinator of Penn Family Weekend, including maintaining communication with the four undergraduate schools and serving as a point person for family questions.
* Coordinate the annual Locust Walk Craft Fair, including jurying vendors, making appropriate arrangements on campus, and overseeing the event while in progress.
* Provide support for campus-wide traditions hosted through OSA: Student Organization Summit, Family Weekend, Spring Fling, U-Night, Hey Day, etc.
* Act as a resource for graduate and undergraduate student organizations regarding program planning and implementation
* Support OSA staff as needed
* Perform other duties as assigned

**Preferred Qualifications & Essential Skills:**

* Event planning experience (does not have to be in a University setting).
* Sensitivity to students from a variety of backgrounds and interests.
* Willingness to work irregular hours, including evenings and weekends, when necessary.
* Desire to work one on one with undergraduate students on a regular basis.
* Ability to keep a level head during large events with many moving pieces.
* Organizational skills and ability to communicate clearly.

**Other Notes:**

The Office of Student Affairs is a very active environment and offers flexible work hours for the individual in the GA position. This is an ideal position for someone interested in frontline student personnel work and heavy student contact.

**Application instructions:**

Currently accepting applications for the 2024-2025 academic year (open until filled). This GA position is open to all Penn GSE MSEd students.

Please e-mail Gabe Marenco-Garcia directly (Associate Director) along with your resume at [marencog@upenn.edu](mailto:marencog@upenn.edu) to request an interview to apply for this position. Interviews will be held remotely by appointment/inquiry.

Questions can be addressed to Gabe Marenco-Garcia at [marencog@upenn.edu.](mailto:marencog@upenn.edu)