

**Graduate Assistant for First Year Experience and Student Activities**

**Office of Student Engagement**

**Swarthmore College**

Graduate Assistant for First Year Experience and Student Activities at Swarthmore College collaborates with students, faculty, and staff in developing extracurricular experiences that foster a sense of community and opportunities for the personal growth of community members.  As a member of the Office of Student Engagement, the Graduate Assistant commits to developing student leaders that are ready to engage in a diverse, global world.

The Graduate Assistant of Student Activities will primarily focus on supporting the Orientation and First Year Experience program. This includes co-supervising the First Year Experience peer mentors, as well as supporting the curriculum development and leadership components of the peer mentor program.

Reporting to the Director of Student Activities, the Graduate Assistant position requires approximately 15 hours per week with some evening and weekend hours required.

**Duties and Responsibilities –**

*First Year Experience Support (40% of applicants time, on average, per week)*

* Assist in the creation and implementation of First Year Experience co-curricular programming
* Serve as a co-supervisor for 20-25 FYE peer mentors
* Assist in the development and facilitation of student trainings for FYE peer mentors
* Research best practices for a FYE program at comparable institutions
* Provide support of the Director of Student Activities in planning for Summer Orientation

*Event Planning (35% of applicants time, on average, per week)*

* Assist in the creation and implementation of large scale events in the hopes of creating new traditions in campus programs
* Staffing occasional night and weekend events
* Provide support for various departmental functions and events.

*Office Support (25% of applicants time, on average, per week)*

* Assist in the social media branding of the Office of Student Engagement
* Provide support for various departmental functions and events.
* Communicate appropriately, effectively, and in a timely manner with all College constituencies.
* Assume other responsibilities assigned by the Director of Student Activities.

**Qualifications -**

The ideal candidate for the Graduate Assistant of Student Activities will possess:

* A Bachelor’s degree is required.
* Experience with a small liberal arts institution is preferred.
* Experience with event planning and student organizations, significant leadership experience and graduate program acceptance (Higher Education & Student Affairs or related program preferred).
* Effective interpersonal skills, ability to work with diverse groups of students, and knowledge of student learning and development are also preferred.
* Candidates must be able to stand for long periods of time and must be able to lift and transport up to 35 pounds.

**Compensation**

Swarthmore College will provide a 1 bedroom/1 bathroom studio apartment and board, in the form of a College meal plan, when classes are in session. Unfortunately, no animals are allowed for this apartment.

**About the Office of Student Engagement**

The Office of Student Engagement is an office that combines Residential Communities and Student Activities & Leadership into one functional area. Our current staffing structure includes an Assistant Dean and Director of Student Engagement, a Director for Residential Communities, a Director of Student Activities, four Area Coordinators, and one Assistant Director of Student Activities.

**Reports to**

Rebecca Weintraub-Barth - Director of Student Activities

Office of Student Engagement – Swarthmore College

Sharples Commons, Dining and Community Commons

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**Position Length**

The Graduate Assistant position is a one-year appointment over the 2025/26 academic year, with the option of a second year renewal.