Position Description

Working Title: Graduate Assistant
Home Department: Student Organizations, Leadership and Service (SOLS)> Dean of Students

Last Updated: January 2022

Position Summary:
The Graduate Assistant is part of the Student Organizations, Leadership and Service (SOLS) in the Dean of Students division at Vanderbilt University. The Graduate Assistant will support the staff of the SOLS. The Graduate will promote lifelong learning by engaging students in organizational and programmatic opportunities supporting self-reflection, skill acquisition, and leadership development.

Time Commitment:
The position will begin in August 2022 and last for 9 months. Continuation of the assistantship will depend upon satisfactory performance of your assigned duties and progress toward your degree. You will be expected to work 20 hours per week excluding university breaks. This may include some evening and weekend hours.

About the Work Unit:
The SOLS Office aims to create, curate, and facilitate co-curricular experiences that provide the Vanderbilt community with opportunities to build a sense of belonging, support life-long learning, and engage in active citizenship.

About the Office of the Dean of Students:
The Office of the Dean of Students serves a central role in student learning and development at Vanderbilt, advancing the University’s mission of teaching, research, and service by fostering academic and social networks through which students develop as intentional learners and global citizens. The Office of the Dean of Students creates opportunities to involve students, faculty and staff in diverse learning communities and provides a critical support structure for enriching the overall student experience. We achieve these ends through strategic alignment, both internally and in concert with other university departments. We care deeply. We educate completely. We lead with excellence. Diversity, equity, inclusion, and mental health are top priorities for the institution and by extension the offices of the Dean of Students. Our staff are committed to continued growth in knowledge, awareness, skills, and experience engaging with these priorities in a higher education environment.

Key Functions and Expected Performance:

- Participate in developing and implementing the signature trainings, workshops, and educational initiatives of SOLS.
- Assist student organizations coached by SOLS with organizational management and student activities relevant to their organizational missions.
- Assist with maintenance of the SOLS website, events calendar, and social media platforms.

Job responsibilities listed herein are intended to be a thorough representation of the duties, responsibilities, expectations, and qualifications for this specific role at the time of hire but should not be considered all-encompassing as actual responsibilities may evolve to include additional duties as assigned based on organizational and operational needs.
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- Attend and participate in meetings, programs/events, as well as serve on various divisional and/or university-wide committees as requested.
- Other responsibilities as needed.
- Participate in division wide events as needed (Move-In Day, Rites of Spring, Diverse ‘Dores Day, MLK Day, etc.) to support colleagues and ensure these events run smoothly.
- Demonstrate a willingness to support colleagues across the division in order to encourage the implementation or fulfillment of divisional goals and strategic priorities; other duties as assigned.

Supervisory Relationships:
This position reports administratively and functionally to the Program Coordinator for the Office of Student Leadership and Development.

Education and Certifications:
- Full-time enrollment in graduate degree program at Vanderbilt University is required.
- Enrollment in the M.Ed. Higher Administration Education program in the Department of Leadership, Policy, and Organizations at Peabody College is strongly preferred.

Experience and Skills:
- Ability to work independently is necessary.
- High level of attention to detail is necessary.
- Excellent written and verbal communication skills are strongly preferred.

Compensation

GA: The compensation for this assistantship includes an annual stipend paid over the 9-month period (33% of Peabody tuition) and a 66% tuition scholarship, (33% paid by the Office of the Dean of Students/Office of the Provost and 33% paid by Peabody College) paid directly to your student account. The tuition benefit is for the total minimum number of hours needed to complete your academic program.

NOTE: It is required that you apply for financial aid and request that any available work-study funding be used towards these positions.