

# NORTHERN MICHIGAN UNIVERSITY

## Student Job Description

**TITLE:** Graduate Student Assistant – Superior Edge & Student Leader Fellowship Program (SLFP)

**COMPENSATION:** \$17.55 plus 8 credits of tuition/semester; 20 hours/week

### BASIC FUNCTION AND RESPONSIBILITY:

The Superior Edge & Student Leader Fellowship Program Graduate Student Assistant is responsible for assisting the Director with the functions and overall operation of Superior Edge and the Assistant Director with some of the Student Leader Fellowship Program components.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Assist with presentations to academic departments, NMU staff, classrooms, and community organizations
2. Assist with the promotional activities related to Superior Edge
3. Assist with presentations regarding Superior Edge with current, new, and prospective students
4. Assist with the coordination and planning of on-going and new volunteer activities (Make A Difference Day, Martin Luther King, Jr. Day of Service, Spread Goodness Week, and *Skill Builder!* workshops)
5. Continually recognize and promote Superior Edge activities through publications and various media
6. Advise two student programming organizations
7. Periodically read and evaluate reflection papers from individuals completing an "edge" and verify record keeping of individuals by checking references
8. Assist with any activities related to the Superior Edge.
9. Coordinate the Presidential Scholars Competition/Leadership Scholarship Program.
10. Advise the Student Leader Fellowship Program (SLFP) Fall Retreat Planning Committee
11. Attend and assist with the SLFP Fall Retreat
12. Assist with the SLFP Mentor Orientations, Mentorshops, interviews, and meetings as needed

13. Assist with coordination of Center for Student Enrichment First Year Experience presentations
14. Prepare reports, answer correspondence, and make presentations as deemed necessary by the Director and/or Assistant Director
15. Attend staff meetings, retreats, and regularly scheduled meetings with the Director and/or Assistant Director of the Center for Student Enrichment
16. Communicate regularly with the Director and/or Assistant Director of the Center for Student Enrichment
17. Maintain at least 8-10 office hours per week. Remaining hours will be completed through presentations, staff meetings, student organization meetings, etc.
18. Perform other duties as assigned by the Director and/or Assistant Director of the Center for Student Enrichment

**SUPERVISION RECEIVED:**

From the Assistant Director of the Center for Student Enrichment - SLFP

**SUPERVISION EXERCISED:**

None

**MINIMUM QUALIFICATIONS:**

1. Must be a graduate student
2. Must have a minimum 3.0 GPA
3. Acceptance into graduate school or currently enrolled in graduate studies at Northern Michigan University
4. Experience giving presentations to a variety of groups
5. Experience as a member of at least one student organization as an undergraduate
6. Experience organizing major projects and events
7. Above average communication skills – writing, speaking, and listening
8. Strong organizational skills

3/14/24