



## St. Louis College of Pharmacy | Student Involvement

<b>Title of Position:</b>	Graduate Assistant for Student Involvement
<b>Contact:</b>	Andrea Guimaraes Director of Student Development and Engagement andrea.guimaraes@stlcop.edu
<b>Number of Positions available:</b>	1
<b>Contract Length:</b>	10 Months (August 2020-May 2021) Possibility for Summer Employment
<b>Average Number of Hours per Week:</b>	20
<b>Position Requirements:</b>	May require work on weekends and evenings
<b>Salary:</b>	To Be Determined
<b>Additional Benefits:</b>	On-Campus Housing Limited Meal Stipend On-Campus Parking

**Position Description:** St. Louis College of Pharmacy (STLCOP) is a small, private college that prepares students for expert practice and leadership in pharmacy and health professions careers. STLCOP is the third-oldest and 10th-largest college of pharmacy in America. Located in the Central West End neighborhood of St. Louis, MO, in the Washington University Medical Campus, one of the nation's preeminent biomedical complexes, STLCOP is easily accessible by bus and MetroLink. The Office of Student Development and Engagement seeks to enhance the overall educational experience of students through the development of, exposure to, and participation in educational, cultural, and social enrichment opportunities that support student learning and campus life. Through participation in leadership experiences, campus organizations, and events and activities, students will develop a life-long appreciation of diversity, recognition of the value of involvement, and professional and personal development. With more than 60 student-led organizations and clubs on our St. Louis campus, there is a world of opportunity outside of the classroom. The Graduate Assistant for Residence Life position is a 20-hour per week, live-in commitment within the campus community. Primary responsibilities include assisting with oversight and management of clubs and organizations, planning and implementing student activities, and assisting with campus-wide events. The Graduate Assistant for Campus Involvement is supervised by the Director for Student Development and Engagement.

### RESPONSIBILITIES:

- Provide support and training to designated clubs by helping members understand their roles and how to access campus resources
- Work in collaboration with faculty advisors to ensure clubs adhere to University guidelines PROGRAMMING • Assist with calendaring and tracking student events and activities
- Assist with other campus-wide programming initiatives as needed
- Encourage student involvement and participation in student organizations
- Attend all departmental staff meetings and trainings
- Attend all Student Affairs trainings and staff meetings
- Attend weekly supervision meetings with the Director of Student Development and Engagement
- Collaboration with other departments as appropriate
- Other duties as assigned
- Serve in administrative on-call rotation, providing after-hours emergency response to the residential community

- Consistently enforce College and residence hall regulations through confrontation, counseling, education, and role modeling appropriate behavior
- Graduate Assistants are expected to establish a schedule of fifteen (15) hours per week (Monday - Friday) to complete related work and to be available for students.

**Required Qualifications:**

1. Bachelor's degree

**Preferred Qualifications:**

1. Prior experience in event planning, advising, and/or residence life preferred