



SERVICES FOR STUDENTS WITH DISABILITIES

Contact: Julie Yindra, Director, Services for Students with Disabilities

E-mail: Julie.Yindra@hofstra.edu

Position: Testing Program Graduate Assistant

The graduate assistant works with Services for Students with Disabilities to implement testing accommodations for students with disabilities. Responsibilities include tracking testing request forms, managing the departmental exam schedule, regularly interacting with professors and students, and responding to all related correspondence. Excellent organizational skills and experience and/or interest in working with individuals with disabilities are required.

OFFICE OF STUDENT LEADERSHIP AND ACTIVITIES (OSLA)

All positions entail assisting administrators, departments, clubs and organizations with clerical work, including answering phones and running campus errands. Candidates must be computer-proficient and have excellent communication skills. For most positions, the graduate assistant acts as an OSLA representative at student group-sponsored events during the week and on weekends, and must be available for rotating on-call night duty on weekday and weekend nights, as assigned. All positions include on-campus housing.

Contact: Stanley Cherian, Director for Orientation/ Associate Director, OSLA

E-mail: orientation@hofstra.edu

Position: Graduate Assistant (summer 2011; two positions available)

The graduate assistant works and consults with members of the campus community in support of the New Student Orientation program. Duties include assisting students with registration, assisting with the check-in process, assigning housing and groups, maintaining keys and card access, reporting maintenance concerns, coordinating linen deliveries, coordinating a weekly coffeehouse, and serving as the primary contact for on-call incidents and emergencies during the evening. Please note that the compensation for this position includes a stipend and housing; it does not include tuition remission.

Contact: Jaclyn Congello-Vento, Assistant Director, OSLA

E-mail: Jaclyn.Congello-Vento@hofstra.edu

Position: Graduate Assistant - Spirit Support

Position works closely with the coaches of the Cheerleading and Dance teams and the Pep Band director. It entails organizing team rosters of all Spirit Support groups, traveling with teams when required, taking pictures of events for archives, scheduling mascot appearances, and maintaining mascot costumes. Additional responsibilities include working with Hofstra Athletics to run and advertise clinics, attending all admission events to answer questions about Spirit Support, preparing all Homecoming festivities, coordinating auditions for the national anthem singers, and maintaining Pep Band payroll with the Pep Band director.

Contact: Christopher Botti, Assistant Director, OSLA

E-mail: Christopher.Botti@hofstra.edu

Position: Graduate Assistant - Programming

The graduate assistant implements programming throughout the school year. Responsibilities include coordinating weekend and class programming, creating a weekly calendar of student events, planning and marketing various office programs, planning Winterfest events, assisting with the management of Atrium table scheduling, and inputting Hofstra portal/website requests. The graduate assistant will have roles in Welcome Week, the fall and spring Leadership Retreats, Homecoming, Family Weekend, Hofstra Celebrates the Holidays, and Commencement.

Contact: Mario Bolanos, Assistant Director, OSLA

E-mail: Mario.Bolanos@hofstra.edu

Position: Graduate Assistant - Fraternity and Sorority Life

The graduate assistant helps the assistant director with all fraternity- and sorority-related duties, including Welcome Week, recruitment, new member processes, Homecoming float building, Hofstra Celebrates the Holidays, annual retreats, and Greek Week. The graduate assistant is also responsible for assisting with the Emerging Greek Member Program and the Emerging Greek Leader Program. In addition, he/she represents the office at various events, including IFSC, IFC and Panhellenic Association meetings and functions.

Division of Student Affairs

Graduate Assistantship Opportunities



Fall 2011-
Spring 2012


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The Division of Student Affairs is composed of 16 offices that work together to promote student learning, growth and success, both in and out of the classroom. In the 2011-12 academic year, the Division of Student Affairs is offering 15 graduate assistantships for applicants with special interest in working with undergraduates and developing programs and services connected to students' positive development.

Why should you work in the Division of Student Affairs?

- ▶ You'll be surrounded by professionals who are creative, passionate, and committed to improving the lives of students.
- ▶ You'll see students grow and change as a result of your work.
- ▶ You'll build and enhance a host of skills that are applicable to any future profession.

All positions pay a stipend and some offer tuition remission. The assistantships last from 9 to 10 months, and require working 20 to 25 hours per week. Evening and weekend work may be required, depending upon the position. Some assistantships also offer on-campus housing, as noted. This brochure provides an overview of each position. For complete job descriptions and instructions about how to apply, contact the appropriate person listed for each position.

CENTER FOR UNIVERSITY ADVISEMENT

Contact: Anne Mongillo, Dean of University Advisement

E-mail: Advisement@hofstra.edu

Position: Graduate Assistant

The graduate assistant for the Center for University Advisement assists in the implementation of programming and administrative initiatives of the academic advising system supporting all Hofstra undergraduate students. Main responsibilities entail supporting the programming and communication efforts of the office, managing student traffic and referring students to campus resources, conducting research on advising practices and academic support programs, website development, and assistance with special projects as assigned.

THE CAREER CENTER

Contact: Suzanne Dagger, Director of Career Services

E-mail: Suzanne.L.Dagger@hofstra.edu

Position: Graduate Assistant

The Career Center often seeks a graduate student-counseling assistant. The Career Center assists a diverse population of undergraduate and graduate students and alumni with all aspects of career exploration/management and comprehensive job search strategies. The graduate assistant may participate in career advising during open quick question hours, speak to students during First-Year Connections classes about The Career Center, assist with career-related workshops and events, serve as a representative of The Career Center at various admission events, and perform various administrative duties. Qualified candidates must be master's degree candidates, counseling preferred, and have excellent interpersonal skills, presentation skills and proficiency in MS Word, Excel, PowerPoint and Internet exploration. Previous peer mentorship/counseling experience preferred.

OFFICE OF MULTICULTURAL & INTERNATIONAL STUDENT PROGRAMS (OMISP)

Contact: Michelle Hall, Assistant Director, OMISP

E-mail: Michelle.M.Hall@hofstra.edu

Position: Graduate Assistant for International Student Life

Position assists with managing international student life, including International Student Orientation and other international student programs, assisting in the coordination of immigration and travel paperwork, helping plan and implement International Education Week, and working with other campus departments to ensure international students' needs are met. Candidates must be computer-proficient, have excellent communication and organizational skills, and must be available to work on assigned nights and weekends. Experience as an international student or working with international students is highly preferred.

Position: Graduate Assistant for Multicultural Education and Programs

Position assists with managing multicultural education and programs, including providing support to cultural student groups and organizations, and helping plan and implement programs for the seven culturally themed Heritage Months; the Diversity, Dialogue and Desserts Series; and the Multicultural Film Series. Candidates must be computer-proficient, have excellent communication and organizational skills, and must be available to work

on assigned nights and weekends. Prior office or student group experience with diversity issues on a college campus is highly preferred.

OFFICE OF COMMUNITY STANDARDS

Contact: Cheryl Betz, Assistant Dean for Community Standards

E-mail: Cheryl.G.Betz@hofstra.edu

Position: Graduate Assistant - Office of Community Standards

The graduate assistant provides administrative and support service for the student conduct process. Responsibilities primarily involve coordinating various functions of the student conduct process, including but not limited to, overseeing the student conduct board, recruiting and training conduct board members, coordinating hearings, attending each student hearing to monitor the judicial process and ensure that students' rights/responsibilities and confidentiality are respected, coordinating the parking appeals process, assisting with daily office functions, and other duties as assigned. Although primary responsibilities involve all matters related to the student conduct board, additional responsibilities include working on administrative conduct cases and other routine administrative tasks.

OFFICE OF PARENT AND FAMILY PROGRAMS

Contact: Branka Kristic, Director, Office of Parent and Family Programs

E-mail: parents@hofstra.edu

Position: Graduate Assistant

Fast-paced, interactive office environment is ideal for the graduate student interested in publication development (concept/writing/editing), marketing and student affairs organizational management. Although supervised by the Parent and family office this position is part of the vice president for student affairs suite. Experience managing multiple tasks (responding to parent e-mails, calls, walk-ins) is necessary. We are looking for a graduate student with communications and/or student affairs experience with an interest in event planning and marketing. The successful candidate will have strong organizational skills, excellent writing skills, be proficient in word processing (Word), database management (Excel), and presentation software (PowerPoint). Candidate must be available to occasionally work weekends and evenings. Please note that this position does not offer tuition remission.

DEPARTMENT OF RECREATION AND INTRAMURAL SPORTS

Contact: Pat Montagano, Director, Office of Recreation and Intramural Sports

E-mail: Patricia.A.Montagano@hofstra.edu

Position: Graduate Assistant

Position assists with administration of all aspects of the campus' recreation and intramural programs. A strong emphasis is placed on the organization and implementation of recreation/intramural sports, staff supervision and facility management. Other responsibilities include marketing and promotions, staff recruitment/training, and scheduling. Applicants should be knowledgeable about sports and possess excellent communication and organizational skills.

OFFICE OF RESIDENTIAL PROGRAMS (ORP)

Contact: Amanda Horvat, Director for Staff Training and Development, ORP

E-mail: Amanda.Horvat@hofstra.edu

Position: Assistant Resident Director (ARD)

The assistant resident director assists with the supervision of 22-27 resident assistants and the management of a residence hall complex housing 600-900 students, and provides guidance and leadership to hall programming and government. The ARD participates in an emergency on-call rotation and, therefore, receives on-campus housing as part of his/her compensation. Active participation is expected with staff and student development, staff recruitment, selection and training. Position starts August 1, 2011, in order to allow for preparation and opening of the residence halls.

Position: Graduate Resident Director (GRD)

The graduate resident director is responsible for the training and supervision of seven resident assistants and the overall management of a residence hall housing approximately 300 students. The GRD is also directly responsible for the facility and occupancy, and hall programming and government for the residence hall. Further, the GRD also participates in an emergency on-call rotation and, therefore, receives on-campus housing as part of his/her compensation. Active participation is expected with staff and student development, staff recruitment, selection and training. Position starts August 1, 2011, in order to allow for preparation and opening of the residence halls.