



Position: Graduate Assistant - New Student Programs

This position assists with various office tasks, including coordinating and attending off-campus outings; revising and updating the academic planner; editing a weekly e-newsletter; coordinating and planning FOCUS events; coordinating care packages program; and other special projects as assigned.

Position: Graduate Assistant (summer 2010; two positions available)

This graduate assistant will work and consult 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: The compensation for this position includes a stipend and housing; it does not include tuition remission.)

Contact: *Jaclyn Congello-Vento, Assistant Director,
Office of Student Leadership and Activities*
E-mail: *Jaclyn.Congello-Vento@hofstra.edu*

Position: Graduate Assistant - Spirit Support

This 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,
Office of Student Leadership and Activities*
E-mail: *Christopher.Botti@hofstra.edu*

Position: Graduate Assistant - Programming

This 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/Web site 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,
Office of Student Leadership and Activities*
E-mail: *Mario.Bolanos@hofstra.edu*

Position: Graduate Assistant - Game Room

This position's duties include supervising the Game Room, including its student staff and equipment. Other responsibilities include coordinating a minimum of one programming initiative per week, updating bulletin boards, planning Winterfest programming, assisting Welcome Week captains, implementing programs for Welcome Week, and participating in various on-campus events.

Contact: *Mario Bolanos, Assistant Director,
Office of Student Leadership and Activities*
E-mail: *Mario.Bolanos@hofstra.edu*

Position: Graduate Assistant - Fraternity and Sorority Life

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

Division of Student Affairs

Graduate Assistantship Opportunities



Fall 2010-
Spring 2011



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Hofstra University continues its commitment to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status in employment and in the conduct and operation of Hofstra University's educational programs and activities, including admissions, scholarship and loan programs and athletic and other school administered programs.

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 2010-11 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 will be applicable to any future profession.

All positions pay a stipend and offer up to nine (9) credits of tuition remission each semester (unless otherwise noted), with no more than 18 credits per academic year. 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 undergraduates. The 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; Web site development; and assistance with special projects as assigned.

THE CAREER CENTER

Contact: Fred Burke, Executive Director
E-mail: fred.burke@hofstra.edu

Position: Graduate Assistant

This graduate assistant performs peer career advising, assists with workshops (e.g., resume interview, job search and cover letter instruction), special events and marketing, and maintains the office Facebook account. Qualified applicants must be master's degree candidates (counseling preferred), possess excellent interpersonal and group workshop presentation skills, and be proficient in MS Word, Excel and PowerPoint, and Internet exploration.

OFFICE OF MULTICULTURAL & INTERNATIONAL STUDENT PROGRAMS (OMISP)

Contact: Ryan M. Greene, Director, OMISP
E-mail: Ryan.Greene@hofstra.edu

Position: Graduate Assistant for International Student Life

This position assists with managing international student life. This includes helping manage 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

This position assists with managing multicultural education and programs. This includes providing support to cultural student groups and organizations; and helping plan and implement programs for the five 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 PARENT AND FAMILY PROGRAMS

Contact: Branka Kristic, Director, Office of Parent and Family Programs
E-mail: parents@hofstra.edu

Position: Graduate Assistant

This position assists with the creation of new publications and programs, including drafting *Family Connection*, the semiannual Hofstra parent newsletter. Duties include: providing clerical and computer data entry support, such as answering parent phone and e-mail inquiries; creating a parent contact information and inquiry database; managing the parent regional directory; organizing and filing records; reserving rooms for events and representing the Parent and Family Programs Office at various on-campus events.

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

This 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

Contact: Amanda Horvat, Director for Staff Training and Development, Office of Residential Programs
E-mail: Amanda.Horvat@hofstra.edu

Position: Assistant Resident Director (ARD)

The ARD assists with the supervision of 22-27 resident assistants. The ARD also assists with the management of a residence hall 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. This position starts on August 1, 2010, in order to allow for preparation and opening of the residence halls.

Position: Graduate Resident Director (GRD)

The GRD 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. 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. This position starts on August 1, 2010, in order to allow for preparation and opening of the residence halls.

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

This 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

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 will act as a Student Leadership and Activities 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, Office of Student Leadership and Activities
E-mail: orientation@hofstra.edu