Department/Position: Commuter Services Graduate Assistantship

Appointment Date: May 20, 2019 – May 8, 2020

Hrs. per week/Wage: 20 hrs./$8.55 per hour (or current minimum wage)

Responsibilities: Plan events/programs targeting the commuter population. Communicate on a regular basis with the Assistant Director of Apartments and Off Campus Living about the activities/programs being planned, the personnel, and issues of concern. Create mid-year and annual reports. Work with personnel to coordinate commuter programs for the Undergraduate (Manresa) and Nontraditional/Graduate Student Orientation at the beginning of the fall and spring semester. Advise the Commuter Council (XUNA). Function as the central network person to assure that commuter students have their needs met and their questions answered. Attend staff meetings and university and divisional gatherings as scheduled. Plan and implement surveys for the Commuter Services office. Other duties as assigned.

Qualifications: Xavier University graduate student. Excellent verbal and written communication skills. Excellent people skills and a willingness to supervise the student staff. Programming experience. A willingness to learn about commuter services and to participate in programs. Excellent computer skills/knowledge.

Tuition Remission: Fall 2019 - $3,500/Spring 2020 - $3,500

Hiring Supervisor: Chris Marshall

Email Address: marshallc5@xavier.edu

Application Instructions: Please email a completed application, resume, cover letter, and three references to Chris Marshall no later than Wednesday, March 20, 2019 to be considered for the position.

Employment Forms: On-Campus Employment Forms are required after you have been hired and before you begin working.