DEPARTMENT SUMMARY: Campus Life is located within the Office of the Dean of Students in the Division of Student Affairs. The mission of Campus Life is to enhance student learning through innovative leadership, service, and involvement initiatives that enrich the LSU experience. Campus Life supports and advises seven student organizations that uphold the three tenets: Geaux BIG Baton Rouge, Homecoming Committee, Involvement Krewe, Kitchens on the Geaux, Service Breaks, Student Activities Board and Volunteer LSU. Campus Life also registers and supports more than 450 student organizations at LSU which can be explored via TigerLink. All Campus Life graduate assistants will fulfill broader departmental duties and collaborate across their specific areas of focus to promote student learning through active and engaging experiences, programs and environments.

ASSISTANTSHIP DUTIES:

- Serves as a liaison and resource to registered student organizations;
- Manages TigerLink, the student organization software powered by Campus Labs Engage, to review student organization events, roster updates, annual student organization re-registration process, and user management and training;
- Assists students in chartering new organizations through application and creation of a constitution;
- Assists in the planning, implementation, and assessment of training of student organization officers and advisors;
- Assists with advising student leaders in Involvement Krewe, by serving as a resource in assessing the needs of the student population, and assists in the selection, planning, budgeting, training, production and assessment of programs hosted by Involvement Krewe;
- Assists in the planning, implementation, facilitation, and assessment of Involvement on the Geaux Workshops, Advisor Roundtables, Coffee with Campus Life, and recognition of student organizations, including their student leaders and advisors;
- Assists with planning, execution, and assessment of signature Involvement programs, such as the Involvement Fair(s) and Love Purple Live Gold Awards (an annual awards program recognizing students leaders, organization advisors, and outstanding student organizations), as well as any related spin-off programs targeting subsects of the LSU student population;
- Assists with the development of assessment efforts for registered student organizations;
- Provide recommendations and implement strategies for the Involvement area to increase engagement with students, in addition to improving quality, quantity, and access of student organization resources, as well as increased quality of student organization trainings and retention of covered material, taught through various delivery methods.

CAMPUS LIFE DEPARTMENT DUTIES:

- Identify best practices, recommend methods, and assist in implementing strong connections between involvement, leadership, and service;
- Coordinate and present workshops or informational sessions to promote specific Campus Life areas and broader Campus Life departments;
- Assist with assessment efforts for specific focus areas or department as needed. These efforts may include research, instrument design, administration, evaluation, and recommendations for practice or future assessment;
- Attend Campus Life meetings and assist in the coordination of Campus Life events and initiatives, included but not limited to Welcome Week, Homecoming Week, Fall Fest, and Holiday Spectacular;
- Represent Campus Life in meetings, presentations and at events;
- Work collaboratively with Campus Life, Dean of Students staff members, and student leaders on strategic initiatives;
- Collaborate and coordinate department efforts with campus and community partners, including faculty, staff, alumni and sponsors;
- Serve on departmental and divisional committees and initiatives as requested;
- Other duties as assigned.

POSITION REQUIREMENTS:

- Be enrolled as a full-time graduate student at Louisiana State University - Baton Rouge;
- Possess excellent oral and written communication skills;
- Model appropriate behavior for student leaders and the campus community;
- Be well-organized and able to multi-task as needed;
- Be familiar with a student organization management platform;
- Be familiar with student development theory and related educational theories;
- Possess basic computer skills to include MS Word, Excel, PowerPoint, and other related programs.

This position requires 20 contact hours per week, with some evenings and weekends required. The position dates are August 1, 2019 – May 15, 2020 – a 9-month academic year appointment with monthly stipend of $1,200 and tuition support in accordance with LSU Graduate School policies. Summer appointment may be available and is contingent upon funding.

To apply please submit a cover letter, current resume, and three (3) references electronically to:

LaTrista Funches, Assistant Director for Activities and Involvement
Campus Life | Office of the Dean of Students
358J LSU Student Union
latrista@lsu.edu