

**Lory Student Center  
Directors Office  
GRADUATE ASSISTANTSHIP**

**Position Title:**

Training and Development Graduate Advisor, Lory Student Center

**General Description**

This 10-month, part-time (25 hours per week) graduate assistantship position provides leadership to orientation, training, and staff development efforts for the approximately 400 student employees in the Lory Student Center. Additionally, this position co-advises the Lory Student Center Governing Board and serves on several committees throughout the Division of Student Affairs.

**Primary Responsibilities**

- Coordinate the LSC student employee orientation program, including content delivery in multiple formats (group, individual).
- Support Student Leadership Involvement and Community Engagement office in the planning, marketing, and delivery of REAL Workshops.
- Collaborate with supervisors and department directors in the LSC to communicate regarding student staff training needs.
- Co-advise the Lory Student Center Governing Board with the Executive Director of the Lory Student Center. Meet weekly with the student chairperson and executive leadership of the Board.
- Represent the department as a member of the University-wide Martin Luther King, Jr. Day and Cesar Chavez Celebrations planning committees.
- Conduct regular assessments of program components, including evaluations of workshops/ trainings and surveys of student staff and make improvements as necessary to enhance future success.
- Serve on the graduate assistant committee for the LSC annual graduating senior appreciation program.
- Serve on the Student Affairs Professional Development Committee.
- Coordinate the collection efforts for the Lory Student Center in the Cans Around the Oval Drive
- Participate as an active member of the LSC Executive Director's Office staff; attend meetings, retreats and trainings, and provide support to major department-wide programs.
- Meet regularly with supervisor to provide updates, monitor performance, and seek guidance.
- Return all phone and e-mail messages within a reasonable time frame.
- Perform other duties and special projects as identified with supervisor to enhance professional development and/or support the success of program areas/department

**Desired Qualifications**

- Applicants must be fully admitted to the Student Affairs in Higher Education (SAHE) graduate program at Colorado State University.
- Applicants with previous experience in program/event planning and implementation are strongly encouraged to apply.

**Selections Procedure**

Individuals will be chosen following regular graduate assistantship placement. Any upcoming second year SAHE student seeking to inquire about this assistantship should submit a cover letter and resume before the end of the first semester to Mike Ellis ([Mike.Ellis@ColoState.edu](mailto:Mike.Ellis@ColoState.edu)).

**Terms of Employment**

Hours per week: 25

Months per year: 10-month

Starting date: August

Ending date: May

**Remuneration**

Stipend:

Tuition: In-state waiver

**Office Location**

Executive Directors Office, Lory Student Center

Rm 211

**Supervisor/ Contact Information**

Mike Ellis

Assistant Vice President for Student Affairs/Executive Director

Lory Student Center

8033 Campus Delivery

Mike.Ellis@ColoState.edu

970.491.6395 [phone]

**Website**

<http://www.sc.colostate.edu/>

**Graduate Assistant Testimonial**

“This assistantship provides a great opportunity for anyone looking to work in a college union environment. You are given the ability to create your own experience while developing your skills in most of the professional competencies. This assistantship gives a great opportunity to get involved with other departments within the student center such as SLICE and ASAP. Mike is a great supervisor and someone who you will learn a lot from.”

– Dora Frias