



HOBART AND WILLIAM SMITH
COLLEGES

POSITION DESCRIPTION

POSITION TITLE: Graduate Assistant: Student Activities Programming and Events (2025-2026)
LOCATION: Geneva, NY

POSITION SUMMARY

Hobart and William Smith Colleges is accepting applications for admission into the [Master of Arts, Higher Educational Leadership program](#). Our two-year Master's in Higher Education Leadership (MHEL) program will prepare you to challenge the current state of higher education and lead the change needed to support the next generation of college students. Courses encourage you to analyze and critique the history and policy of higher education, identify ways to move the needle on belonging, diversity and equity initiatives and investigate leadership and innovation techniques. Admission is on a rolling basis for the 2025-2026 academic year for both Graduate Assistantships and admission. The program boasts a wide array of Graduate Assistantships which include tuition remission in the HWS MHEL program and a \$20,000 stipend.

This is a 10-month position with responsibilities in the Student Engagement Center with a focus on Student Activities. The Graduate Assistant for Student Activities Programming and Events will work to provide engaging experiences for HWS students. The Graduate Assistant will plan small- and large-scale events from idea to execution. The role will focus on programmatic responsibilities, advising student organizations, and actively contributing to the larger Student Engagement and Campus Life programs. This position will also engage with Greek Life, facilitate collaboration with other campus departments, and contribute to the development of student leaders. The Graduate Assistant is expected to work 19 hours during a typical week with night and weekend commitments.

Essential Responsibilities:

Programmatic Responsibilities:

- Support the planning and execution of events through the Office of Student Activities.
- Support and co-advise the Campus Activities Board with program implementation, leadership development, and selection and training of new members.
- Support the Graduate Resident Directors (GRDs) with planning residence hall neighborhood programs/events each semester.
- Actively seek out collaboration opportunities with departments/offices outside of



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- the Student Engagement Center.
- Support the Director of Student Activities & Greek Life in Greek recruitment and Greek week.

Club Advising Responsibilities:

- Advise 2-3 student organizations, assisting them with logistics and adhering to Student Activities policies and procedures.
- Assist with club leadership training and development initiatives.

Student Engagement Center Responsibilities:

- Participate in all large-scale events through Student Engagement such as Winter Wonderland, Spring Fest, Fright Night, the Spring Concert, and Student Engagement Awards Ceremony.
- Cover a weekly front desk shift in the Student Engagement Center: Greeting visitors, answering phone calls, providing basic information about Student Activities and Housing & Residence Life.
- Assist Housing & Residence Life with programming for independent living housing options
- Assist with Student Engagement and Campus Life efforts such as monthly campus awards, opening/closing of residence halls each semester, New Student Orientation evening events, and other committees.
- Attend weekly Student Activities staff meetings.
- Assist with budget management.
- Become knowledgeable with the HWS Engage platform to assist students/faculty/staff in basic navigation and compiling engagement reports.
- Must be comfortable speaking to students, faculty, staff and parents over the phone and in-person.

Other Information:

This is a part-time, temporary, non-benefits eligible position. This position description is not all-inclusive as other tasks or responsibilities may be assigned.

Qualifications:

- Bachelor's degree is required and a minimum of one year of leadership experience, preferably experience related to the area.
- Demonstrates an ability to work with a diverse group of people and enjoys spending a significant amount of time with people.
- Student centered and with a team approach to success.
- Should be detail oriented and organized.



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- Must bring positive energy and a sense of humor to the work.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

Terms of Employment:

- Must maintain a cumulative GPA of a 2.75.
- Employment begins August 1, 2025, and ends May 31, 2026

All Graduate Assistantships must be accepted into the Master of Arts in Higher Education Leadership at Hobart and William Smith Colleges as full-time students, as Graduate Assistantships have a maximum term of two consecutive years. Maintaining good academic standing, contributing in the classroom setting, managing their time effectively and balancing their schoolwork along with their GA duties is a priority for all parties.

[Click here to apply for position](#)