

Graduate Assistant for the Dean of Students

POSITION: Graduate Assistant for the Dean of Students
SUPERVISOR: AVP for Intercultural and Community Engagement/Dean of Students
DEPARTMENT: Student Affairs

GENERAL JOB DESCRIPTION

Tiffin University is seeking a Graduate Assistant for the Dean of Students. The Graduate Assistant for the Dean of Students will report to the AVP for Intercultural and Community Engagement/Dean of Students. This position will help with programming for The Center for Intercultural Excellence, as well as any other projects or duties assigned by the Dean. The Graduate Assistant will help to develop opportunities for student growth, leadership, and involvement on campus. The Graduate Assistant for the Dean of Students will work closely across departments on campus, specifically with student affairs and The Center for Intercultural Excellence.

MAJOR DUTIES AND RESPONSIBILITIES

- Programming for The Center for Intercultural Excellence.
- Projects assigned by the Dean.
- Regularly communicate via email, phone, and in-person across campus staff, faculty, and students.
- Attend and participate in professional staff trainings and meetings.
- Assist with any events or trainings necessary.
- Other duties as assigned.

QUALIFICATIONS FOR THE JOB

- Bachelor's degree from an accredited institution is required.
- Accepted enrollment in Tiffin University Graduate Program.
- Previous student life involvement or knowledge, preferred.
- Willingness to operate on a flexible schedule.

EXPECTED KEY COMPETENCIES

<i>Interdependence:</i>	Fosters collaboration across the University
<i>Communication:</i>	Strong decision-making and communication skills
<i>Accountability:</i>	Formulates effective and progressive strategies aligned with University mission and values
<i>Respect:</i>	Creates an engaging, collaborative classroom environment by bringing diverse students and ideas together
<i>Entrepreneurship:</i>	Influences and inspires

EMBRACING OUR GUIDING PRINCIPLES

VISION STATEMENT – The vision for Tiffin University is to become: *A premier university for challenging students to enhance their global competencies and 21st century skills, for success in a diverse world.*

MISSION STATEMENT – The mission for Tiffin University is to: *Educate students by linking knowledge to professional practice.*

CORE VALUES – The values of Interdependence, Communication, Accountability, Respect, and Entrepreneurship comprise the ICARE values of Tiffin University.

PHYSICAL REQUIREMENTS

While performing the duties of this position, the employee is frequently required to sit, stand, and communicate for long hours





We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Tiffin University is an Equal Opportunity Employer