



Division of Student Development

Graduate Assistant (GA) Recruitment

AVAILABLE OPENING: 2024-25

About Saint Louis University: Founded in 1818, Saint Louis University is one of the nation's oldest and most prestigious Catholic institutions. Rooted in Jesuit values and its pioneering history as the first university west of the Mississippi River, SLU offers more than 13,500 students a rigorous, transformative education of the whole person. At the core of the University's diverse community of scholars is SLU's service-focused mission, which challenges and prepares students to make the world a better, more just place.

About the Division of Student Development: The Division of Student Development is driven by the mission to provide programs, services and experiences that help students develop as leaders. Our goal is to help shape students into successful graduates who are holistically formed, critically reflective and socially and personally responsible. The Division is comprised of fourteen departments, and employs over 200 professional staff who support both graduate and undergraduate students and initiatives at the University.

Divisional Statement on Diversity: In support of Saint Louis University's Jesuit mission, the Division of Student Development is committed to maintaining an environment of mutual respect and dignity for people of all backgrounds and cultures. It is our mission to encourage and support a thriving and diverse community among our staff and students. We honor the differences in our community, whether they be age, ability, race, religion, gender identity and expression, sexual orientation or socio-economic background, and prepare our students to thrive in a multicultural, diverse society. Our efforts are grounded in cultivating awareness, inclusion and engagement through intentional experiences, events and programs that demonstrate our commitment to excellence.

The Division of Student Development employs over 40 graduate assistants who work closely alongside administrative staff to fulfill the mission of the University. The Division strongly believes in supporting the education of aspiring higher education professionals, and our staff are committed to providing meaningful, immersive learning opportunities for graduate students. We offer mentoring, supervision, and holistic support in a cohort based model, aligned with Catholic, Jesuit teaching.



Division of Student Development

Graduate Assistant (GA) Recruitment

2024-2025

Position title: Marketing Graduate Assistant

Hiring Department: Housing and Residence Life

Supervisor: Assistant Director of Assignments and Marketing

Position description:

The Graduate Assistant for Marketing works closely with the Assistant Director for Assignments & Marketing to plan and execute departmental marketing initiatives. This position supervises the student marketing team. The Graduate Assistant for Marketing will spend much of their time on design work, overseeing department social media accounts, and project management.

Essential Duties and Responsibilities:

- Design and publish promotional and informational materials for a variety of audiences and initiatives (housing assignments, admissions, student staff recruitment, educational programs, and departmental initiatives).
- Coordinate communications and written/electronic media, including social media/networking initiatives.
- Create and execute a departmental social media content calendar to ensure a steady stream of content on social media platforms that showcases the on campus living experience from various perspectives.
- Select, train, and directly supervise Live On Campus Crew student marketing street team members.
- Develop standalone marketing pieces and campaigns to educate students about major events.
- Liaise with the university's Marketing & Communications, Sodexo, Admissions, and other Student Development marketing peers.

Qualifications:

- Enrollment in a graduate program at Saint Louis University is required for this position.
- Knowledge of theoretical and practical aspects of marketing, advertising, and mass communication to leverage a multi-pronged approach to content delivery required.
- Strong interpersonal skills, as well as excellent written and verbal skills.
- Copywriting and copy-editing skills are strongly preferred.
- Proficiency in Adobe Creative Suite required.
- Video editing and photography skills preferred.
- Knowledge of and experience with social media planning and management systems.
- Project management experience is a plus.
- Demonstrated ability to manage conflicting priorities required; flexibility required to change scope or shift projects as necessary.

Compensation: \$1350/month

Tuition scholarship: \$9750/year

Optional enrollment in SLU's graduate student health insurance coverage. If personal coverage through SLU is waived, this benefit is forfeited (has no cash value).

Additional compensation:

- A furnished, air-conditioned apartment with cable, internet service, utilities, and connection-free laundry access
- Meal stipend of 125 meal swipes per semester and \$480 in Flex Dollars to utilize at on-campus dining facilities
- Professional development and extensive training opportunities within the department, the division of Student Development, and the University at-large
- Furnished office space
- Paid university parking
- University gym membership
- University Bookstore discount

Dates of appointment: July 2024- May 2025 with possibility of extension based on length of graduate program and job performance

To apply, send a cover letter, resume, and at least three samples of work to reslife@slu.edu. Samples should be pieces that best represent your creative skill set – video, writing sample, photography, graphic design, website, etc.

Questions about this position: To inquire about this opportunity available at Saint Louis University, please contact us at: reslife@slu.edu or (314) 977- 2811