Graduate Student Worker, Office of the Dean of The Ingram Commons (ODOIC)

Direct report: Dean of The Ingram Commons

Job Summary

The graduate student worker is tasked with contributing to ongoing Commons projects and programming to administer Vanderbilt’s first-year experience program. The graduate student worker works in consultation with all members of the Office of the Dean of The Ingram Commons, but primarily with the assistant dean for academic affairs, the executive assistant to the dean and the program coordinator. The graduate student worker has ample opportunity to advise undergraduate students who interact with the ODOIC in various leadership roles.

Responsibilities/Expectations

• Provide administrative support to Writers-In-Residence, Commons Seminars, and Vanderbilt Visions under the supervision of the assistant dean for academic affairs
• In conjunction with the assistant dean for academic affairs, work to develop and facilitate Commons-wide programs aligned with The Commons Reading
• Assist in the development and execution of large scale Commons programming, including but not limited to: Commons Orientation Week, Fall for the Arts, Commons Cup, Presidents’ Ball, Commons Carnival, cross-House collaborations, and Commons Mix-Ups
• Serve as liaison to the Vanderbilt Student Government First-Year Relations Team to advise the actions and development of the CommonDores Leadership Council and individual House Advisory Councils
• Provide graphic design for all large scale Commons programming
• Other duties as assigned

Timeframe/Hours

• 29.5 hours per week
• Regularly scheduled office hours but some standing evening/early morning meetings
• During peak periods and major events, hours may be less regular and include nights/weekends

Learning Outcomes

• Operational, experiential understanding of student development theory
• Explorative view of a residential model, first-year experience program
• Best practices in student organization advising

Required Qualifications

• Strong preference will be given to first-year master’s students in Peabody College’s Higher Education Administration program who have previous experience with residential faculty, residential education, orientation, or first year experience programming on The Ingram Commons or at other colleges/universities.
• Graphic design skills and experience are required.

**Compensation**

• The graduate student worker will receive $11/hour for up to 29.5 hours per week.

**Interested Applicants**

• Those individuals interested in interviewing should submit in one PDF document a cover letter expressing interest in and qualifications for the position, resume, and list of three professional/academic references to Christina Bailey, Executive Assistant to the Dean of The Ingram Commons, at Christina.Bailey@vanderbilt.edu. Questions can also be directed to Christina Bailey at 615-343-9628.

• All applications received will be thoroughly reviewed and those selected to interview will be contacted to schedule a time.

• Applications must be received by **February 19** for review and interviews will be scheduled immediately prior to the beginning of Professional Student Visitation Weekend (February 26)