McComsey Career Development Center

WILD ABOUT ALFRED COMMITTEE GRADUATE ASSISTANT JOB DESCRIPTION

7.5 hours/week
Reports to the Assistant Dean for New Students in the Center for Student Involvement Office and WILD About Alfred Committee co-chairs

Personal Qualities & Skills:
- Background and/or interest in outdoor activities, programming and education.
- Extremely reliable and dependable.
- Strong written and verbal communication skills.
- Additional skills include but are not limited to: event planning and coordination, marketing and design, general program administration.
- Computer proficient: Microsoft Office applications (Word, Excel and PowerPoint), design programs, and familiarity with database systems is a plus.
- Work well in a team environment.
- Be self-directed and able to manage multiple projects and assignments.

Specific Tasks:
- Provide paraprofessional support in the daily administration of WILD about Alfred Committee through work that is consistent with the WILD committee’s educational and programming goals
- Assist with monthly events, special programs, and projects
- Attend bi-weekly meetings and maintain accurate minutes for distribution and permanent records

Benefits:
- Opportunities exist to contribute to staff training, outdoor education and program development, and trip leadership.
- Professional presentation opportunities.
- First-hand experience working with students and members of the Alfred community in outdoors settings.

For more information, please contact:
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All Student Affairs graduate assistants are expected to coordinate expectations and schedules with academic faculty and employers (if applicable).

*WILD about Alfred Committee co-chair