

Graduate Assistant for the Center for Scholar Development Programs
Supported: PEP, Upward Bound, SSS/STEM and McNair Scholars
Academic Year: 2021-2022

Overview: The Graduate Assistant will be a member of the **Center for Scholar Development Team**. The GA will work 20 hours per week supporting first generation students in their pursuit of post-secondary success. Upward Bound supports RI high school students, PEP works with first year students, the SSS Programs provide advising to support student retention and graduation, and McNair advises students through preparation for graduate school, working closely with academic colleagues.

The primary responsibility for the Graduate Assistant is to assist the staff of the Center for Scholar Development with special projects and administrative tasks in the areas of tracking student progress and facilitating student programs. The focus of this assistantship is to provide the graduate student with experience in and knowledge of administering programs that support student success for the first-generation student population. The Graduate Assistant will report to the Assistant Director, the McNair Scholars Program.

Specific responsibilities include:

- Developing various marketing and student event materials on various platforms including Canva or Microsoft applications. Assisting with social media presence for programs housed in CSD to increase program visibility. Finding innovative ways to leverage social media to engage students.
- Assistance with Admissions Activities (Open House, Accepted Students Day, and Junior Preview Days)
- Leading department wide events that allow for cross collaboration between programs.
- Assisting with the administrative tasks associated with facilitating grant funded programs, including activity logs, attendance, and financial records. Using Blumen software to assist with data entry and tracking for Annual Performance Report (APR)
- Monitoring program email communication (general program mailboxes)
- Assist with coordination and logistical planning of department events and activities, which may include preparing handouts, sign-in sheets, securing rooms, and communication with relevant campus partners.
- Assist with front desk coverage, including answering phones, greeting visitors, and ensuring that students sign in for advising appointments and use of computer lab
- Commitment to professional development and involvement with activities and organizations that support individual professional goals
- In regards to professional development, this position will provide the GA with an

understanding of federal reporting requirements and the regulations associated with administering grant- funded TRIO programs in higher education. This position will also engage GA's in the conversation of how data is collected and how it is then used to inform student services.

Graduate Assistants are expected to work a total of **300 hours over the course of the semester**. This time period will begin two weeks prior to the start of the semester and conclude at the end of the semester. This averages out to approximately **20 hours per week**.

To apply, please submit a resume and cover letter to Bralyn Beathea at bbeathea@ric.edu. Please include GA position in the subject line.