



**ACADEMIC YEAR: 2023-2024**

**TITLE: GRADUATE ASSISTANT FOR ALPHA PROGRAM**

**REPORTS TO: TRANSITIONS COORDINATOR**

**LOCATION: MAIN CAMPUS – EAST CAMPUS, OFFICE OF CAMPUS LIFE**

*Graduate Assistant will have access to dedicated work space along with a computer in the office.*

**START DATE:** August 2023, Specific Date TBD

**POSITION DESCRIPTION**

The Graduate Assistant position, under the supervision of the Transitions Coordinator, is a 10 month (15-20 hours a week) position responsible for assisting in the programming and implementation of the Welcome Weekend (Fall and Spring), Alpha Coordinator and Alpha Leader Training and Development, and year-long support of the Alpha Program. As an employee of the University, the Graduate Assistant represents both the Office of Campus Life and the institution as a member of the Campus Life paraprofessional staff. This position holds a responsibility to design, implement, and evaluate a variety of educational, social, cultural, and recreational programs within orientation, transition programs, and the Office of Campus Life.

The Graduate Assistant will be responsible for, but not limited to the following:

- Assists in the planning and implementation of Welcome Weekends and general new student orientation programs for Azusa Pacific University. These responsibilities will require high-impact programming and organization. This includes coordination of the planning, scheduling, documenting, evaluating, producing and executing as well as budgeting and monitoring of expenses. The Graduate Assistant will work closely with the Transitions Coordinator to create a meaningful experience for new students and their families. He/she will strive to meet student needs on a spiritual as well as a developmental and overall holistic level. **40%**
- Provides support in the planning and implementation of Alpha Coordinator and Alpha Leader training and program support throughout the academic year. Participates in the recruitment process, providing support to the Transitions Coordinator and Director of Campus Life. **20%**
- Develops relationships and rapport with the entire Office of Campus Life staff including interns, Alpha Coordinators, and Alpha Leaders, both individually and as a group. Creates an environment within the group that enhances a sense of belonging and a commitment to Azusa Pacific University. **20%**
- Attends to various administrative responsibilities with regard to office operations. **10%**
- Other various duties as assigned by the Transitions Coordinator **10%**

**WEEKLY BREAKDOWN OF RESPONSIBILITIES**

- Intern staff meeting 1 hr.
- Alpha Coordinator staff meeting 2 hrs.
- Professional staff meeting 1 hr.
- Weekly meeting with Transitions Coordinator 1 hr.
- Office Hours 10 hrs.

**FALL SEMESTER EXPECTATIONS**

- Return to Campus August 2023, specific date TBD
- Graduate Assistant Training August 2023, specific date TBD
- Alpha Coordinator Retreat and Training August 2023, specific date TBD
- Campus Life Retreat and Intern Training August 2023, specific date TBD
- Fall Off-Campus Dance TBD
- Alpha Leader Training August 2023
- Fall Welcome Weekend August 2023
- Programming for New Students TBD
- Alpha Coordinator Recruitment Process October/November 2023

**SPRING SEMESTER EXPECTATIONS**

- Campus Life Spring Training TBD



- Alpha Leader Recruitment Process
- Spring On-Campus Dance

January/February 2023  
TBD