



ACADEMIC YEAR: 2023-2024

TITLE: GRADUATE ASSISTANT FOR TRANSITIONS

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 APUTWO (second-year student support) and Transfer Connections. 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 Second-Year and Transfer student programs and resources, alongside 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 second-year students and transfer students. He/she will strive to meet student needs on a spiritual as well as a developmental and overall holistic level **40%**
- Develops relationships and rapport with the entire Office of Campus Life staff. Provide leadership and support for the Transitions Crew **40%**
- Attends to administrative responsibilities with regard to office operations **10%**
- Other duties as assigned by the Transitions Coordinator **10%**

WEEKLY BREAKDOWN OF RESPONSIBILITIES

- Intern staff meetings 2 hrs.
- Individual weekly meeting with each intern 1-2 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
- Campus Life Retreat and Intern Training August 2023, specific date TBD
- Fall Dance TBD
- Student Leadership Training August 2023
- Monthly Programming TBD

SPRING SEMESTER EXPECTATIONS

- Campus Life Spring Training TBD
- Spring Dance TBD
- Monthly Programming TBD