



**2022 – 2023 Academic Year
First Year Seminar
Graduate Assistant Job Description**

Department of General Education seeks to hire a graduate assistant who enjoys working with people, can work independently on projects, is highly organized, and an innovative thinker. First Year Seminar course supports a wide range of diverse student populations, therefore it is imperative that this graduate assistant demonstrates a desire to learn about the varying needs of different populations, can appropriately engage, and celebrate the differences of all students we work with. This graduate assistant is a vital member of our team and we are committed to his/her growth as a person and professional.

Title: First Year Seminar Graduate Assistant
Reports to: Director of General Education

Job Duties

- Maintain a roster of students in the First Year Seminar courses.
- Maintain a roster of faculty members who teach First Year Seminar courses.
- Assist Director of General Education in curriculum development, focusing on diversity units.
- Assist in training faculty members in diversity units.
- Attend APU committee meetings and on-campus professional development opportunities related to general education (when possible).
- Provide coordination of communication to all students in need.
- Partner with appropriate APU support offices on issues related to successful general education program.
- Complete other tasks as assigned (e.g., answering phones, filing, mailings, and other clerical duties).
- Work at least 10-15 hours per week in the office (currently this is a required work from home position).
- Personal laptop will be needed.

Minimum Qualifications

- Interest in general education and First Year Seminar
- Discretion and commitment to compliance in handling sensitive, confidential information
- Computer literacy

Preferred Qualifications

- Administrative experience
- Committed to diversity, equity, and inclusion

Physical, Mental, and Visual Demands

- Must be able to lift more than 25 pounds
- Requires repetitive motions at the computer keyboard and telephone

Career Competencies

- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Digital Technology
- Research, & Assessment
- Leadership

- Professionalism/Work Ethic