

TITLE: GRADUATE ASSISTANT FOR GRADUATE AND PROFESSIONAL STUDENT ENGAGEMENT
REPORTS TO: COORDINATOR OF GRADUATE AND PROFESSIONAL STUDENT ENGAGEMENT
SALARY CLASSIFICATION: PART TIME, 10 MONTHS A YEAR

GENERAL DESCRIPTION

The Graduate Assistant position, under the supervision of the Director of Graduate and Professional Student Engagement (GPSE), is a 10-month (15-20 hours a week) position that provides support for research, development, and maintenance of GPSE programming. They are responsible for assisting with the creation of meaningful experiences for both graduate and professional students across all 8 sites and campus locations. The Graduate Assistant is primarily an educator with a developmental philosophy, committed to helping graduate and professional students succeed beyond the classroom. Included responsibilities are as follows: research and development of programming that contributes to the advocacy, access, and affinity of all graduate and professional students.

GRADUATE ASSISTANT RESPONSIBILITIES

1. Assist the GPSE Coordinator in developing the Student Success Interns program for Regional Campus engagement
2. Act as a resource and support for the Office of GPSE by being able to share information about various activities to students, faculty, and staff
3. Proactively seek ways to create opportunities for graduate and professional students.
4. Proactively seek feedback from under-represented groups on campus (i.e. First-Gen, ISS, etc.)
5. Assists with the creation of monthly GPSE newsletter and maintenance of social media pages
6. Supports maintenance of Graduate Student Lounge on West Campus
7. Serve as a representative of APU in all situations
8. Meets weekly with the GPSE Coordinator for support and to discuss the progress of the assistantship
9. Attend all major GPSE events
10. Assist in researching current trends in graduate and professional student affairs and academics
11. Special duties as assigned by the Director of GPSE

GRADUATE AND PROFESSIONAL STUDENT ENGAGEMENT & PROGRAMMING

1. To plan, implement, develop, promote, and evaluate comprehensive GPSE programming
2. Assist in maintaining the GPSE program budget
3. Research various graduate and professional programs from other institutions and seek ways to implement new ideas
4. Assist in training new Student Success Interns on a yearly basis
5. Assist in orientation sessions for graduate and professional students
6. Plan, organize, and execute GPSE programming with the support of GPSE Coordinator and Director
7. Provide customer service to graduate and professional students, along with staff and faculty

WEEKLY BREAKDOWN OF RESPONSIBILITIES

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| <input type="checkbox"/> Weekly meeting with GPSE Coordinator | 2 hr. |
| <input type="checkbox"/> Marketing and Communication | 2 hr |
| <input type="checkbox"/> Graduate Professional Student Affairs Research | 3-4 hrs. |
| <input type="checkbox"/> Attendance of GPSE Events (orientations, student lounge, etc). | 2-4 hrs. |
| <input type="checkbox"/> Weekly Projects determined by Director | 3-5 hrs. |