



TRIO Upward Bound

Graduate Assistant Job Description

| | |
|-------------|---|
| Title: | TRiO Upward Bound Graduate Assistant ONE POSITIONS AVAILABLE |
| Reports to: | Director of TRiO Programs <i>Supervision and mentoring may also be provided by TRiO's Outreach Specialist or Administrative Support Assistant based on the assigned project.</i> |
| Location: | <i>APU East Campus, Smith Hall 10A</i> |

Dedicated GA Space?: YES

Student needs to use a personal laptop? YES

Hours: Must be available on Tuesday or Thursday and occasional Saturdays (8:00 AM - 2:30 PM)

General Responsibilities And Expectations:

The Graduate Assistant will assist Upward Bound (UB) staff in providing services that develop UB participant's skills and motivation to graduate from high school and succeed in postsecondary education. The Graduate Assistant will host one-on-one success meetings to provide academic success coaching, course selection assistance in a manner that motivates participants to draw on their strengths for setting, refining, and attaining personal, academic, financial, and career goals. Reporting to the Director of TRiO Upward Bound, the Graduate Assistant will also coordinate event planning (e.g., field trips) and conduct workshops aligned with the project's plan of operation.

The GA will gain experience in the below CCSD competencies:

1. Social Justice and Inclusion
2. Student Learning and Development
3. Advising and Supporting

Specific Duties:

- Provide direct student support through academic success coaching for an assigned roster of participants.
- Develop Student Success Plans through collaboration with participants, identify needs, track growth, development, and involvement with support services.
- Contact students regularly to discuss goal setting, enhance time management, study skills, self-advocacy, academic success strategies, course selection, financial aid, financial literacy, college access, career exploration, and broader topics holistically impacting the students
- Support the UB participant peer mentoring program, including training peer mentoring, facilitating meetings with peer mentors, and developing curriculum.
- Research and implement alumni activities and services to increase UB alumni engagement
- Design and present curriculum that meets the academic, personal, and social needs of first-generation to college and low-income students.
- Coordinate with other offices in developing processes to support participants of TRiO Upward Bound and track their involvement in services such as tutoring, academic advising, and workshops

- Maintain appropriate assessment and advising records for participants
- Coordinate student trips to a college campus, educational or cultural activity, or to industry partners
- Complete other tasks as assigned (e.g. answering phones, filing mailings, and other clerical duties)

Minimum Qualifications:

- Demonstrate commitment to supporting the academic needs of students facing barriers to educational success (e.g., students that come from underrepresented populations in higher education) through academic coaching, academic advising, instruction, advocacy, and/or education.
- Discretion and commitment to FERPA compliance in handling sensitive, confidential information
- Leadership ability and strong communication skills
- Ability to work independently and in group settings
- Proficiency in Microsoft Office software and Google Online Applications

Preferred Qualifications:

- Knowledge of financial aid terminology, FAFSA filing requirements, types of federal student loans, and loan rehabilitation.
- Familiarity with college applications, different college systems, and college entrance requirements.
- Knowledge of U.S. Department of Education TRiO programs or similar programs providing college access services to socioeconomically disadvantaged populations.
- Experience in academic coaching/academic advising and college access programming
- Have life experience with barriers similar to those from TRiO target populations, including but not limited to being a member of an underrepresented group in higher education, being a first-generation student, being from a low-income family, or having a disability.
- Knowledge of college access and educational advising issues such as securing scholarships, major and course selection
- Experience with event planning.

Weekly Breakdown of Hours:

- 2 Hours - Weekly staff meetings and a one-on-one meeting with supervisor
- 3 Hours - Advising and mentoring students at Azusa High School
- 8 Hours - Developing curriculum and workshops for student academic, personal, professional and emotional development
- 4 Hours - Administrative tasks such as coordinating events, documenting services, and working on ongoing projects.
- 3 Hours - Planning and coordinating UB Activities