

Supervisor:
Rhonda Jones

Position:
Graduate Assistant

Location:
Building 30, Azusa Pacific University | Remote Online

Hours:
20+ hours per week (Monday - Friday)

Hours:

The Graduate Assistant will coordinate with other offices in developing processes to support participants of the TRIO Student Support Services project and track their involvement in services such as career counseling and tutoring. The Graduate Assistant will support participants 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 Project Director, the Graduate Assistant will also coordinate event planning (e.g., cultural enrichment experiences) and coordinate workshops aligned with the project's plans of operation.

Job Duties:

- Contact students regularly to discuss goal setting and enhancing time management, study skills, self-advocacy, academic success strategies, available campus support resources, and broader topics holistically impacting the student (e.g., financial concerns, caregiving responsibilities, and learning what questions to ask to successfully navigate a university system)
- Assists Support Specialist by meeting with a small subset of students regularly.
- Assist Director with entering and tracking student participation and retention records, including developing reports for TRiO staff.
- Create marketing material promoting program services and events, update Google Site, and respond to general student inquiries.
- Facilitate informational workshops for prospective participants, act as coach with outreach initiatives, as needed
- Coordinate with other offices in developing processes to support participants of TRiO SSS and track their involvement in services such as career counseling and tutoring.
- Maintain appropriate assessment and advising records for participants.
- Manage the TRIO SSS email and social media accounts
- Complete other tasks as assigned, as needed

Minimum Qualifications:

- Specialized training in academic coaching/academic advising and postsecondary retention programming.
- Demonstrated commitment to supporting academic needs of students facing barriers to educational success (e.g., students with disabilities or from populations underrepresented in higher education) through academic coaching, academic advising, counseling, instruction, advocacy, and/or education.
- Specialized training in academic coaching/academic advising and postsecondary retention programming.
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higher education) through academic coaching, academic advising, counseling, instruction, advocacy, and/or education.

- Knowledge of U.S. Department of Education TRiO programs or similar programs providing college access services to socioeconomically disadvantaged populations.
- Knowledge of financial aid terminology, FAFSA filing requirements, types of federal student loans, and loan rehabilitation.
- Discretion and commitment to FERPA compliance in handling sensitive, confidential information
- Leadership ability, strong written and verbal communication skills
- The ability to work independently and to follow up on request
- Proficiency in Microsoft Office software.

Preferred Qualifications:

- 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, and graduate/professional school application and admission.
- Proficiency with Google Suite.

Physical, Mental, and Visual Demands:

- Ability to work collaboratively with a team, as well as an independent contributor.
- Ability to exercise good judgment and discretionary skills in determining when to act independently and when to consult management prior to taking action.
- Requires repetitive motion and sitting at the computer keyboard.
- Computer monitor and reading.
- Meetings may require walking and/or driving to various University locations.
- Ability to pull, push, bend, grasp, reach and lift up to 20 lbs.

NACE Career Competencies:

1. Critical Thinking/Problem Solving
2. Oral/Written Communication
3. Teamwork/Collaboration
4. Leadership
5. Professionalism & Work Ethic