University of Massachusetts
Graduate Assistant Position
Dean of Students Office

Department: Dean of Students Office
The Dean of Students Office has a strong commitment to fostering student development, particularly in the acquisition of personal values, which create a respect for individual difference, cultural diversity and equal opportunity. The staff strives to meet the varied needs of students through advocacy program support, advising, and general counseling. The Dean of Students Office provides students with the support, resources and referrals they need to succeed at the university. Under the general direction of the Deans, Graduate assistants perform a variety of functions and responsibilities related to delivery of student services with primary responsibilities for walk in services and adjudicating conduct cases.

Title: Student Life In-Take Coordinator
Weekly Hours: Monday-Friday, 10am-2pm

Duties and Responsibilities:
1. Student Life In-Take
   a. Primary staff member meeting with student life walk-ins and fielding in-take phone interviews for the student life team
   b. Assist with the management and follow-up of Public Reports submitted via Advocate/CARE
   c. Intervene and contact different campus entities on behalf of students (i.e. Faculty notification in case of emergency absences)
   d. Work with students and families in crises and make appropriate referral
   e. Responsible for proper reporting and referrals of Title IX, Clery, ADA, and other campus/federal regulations

2. Student Life Process Management
   a. Collaborate with the Student Life Front Desk Staff to follow-up with University Withdrawal requests, serving as a liaison between UHS, CCPH, Academic Deans, the Registrar’s Office, and the Dean of Students Office
   b. Meet with students interested in applying for In-State Residency to ensure they understand the policy and the process for submitted a completed application
   c. Review Student Life web content and other publications, updating as needed.

3. Training and Educational Presentations
   a. Assist with policy, procedure, and training manual revisions
   b. Assist in the development and delivery of training, presentations and workshops for members of the university community regarding students expectations

4. Other duties as assigned, in relation to the primary functions of the Dean of Students Office, which include Student Life, Student Conduct, and Compliance
Requirements/qualifications

- Continuing good standing as a graduate student in a degree-granting program
- Strong interpersonal communication skills and the ability to interact with a diverse population.
- Understands and is committed to the University and departmental affirmative action and non-discrimination polices
- Availability during regular business hours, Monday-Friday 10am to 2pm
- Available to work occasional evenings and weekends
- Preferred qualifications: experience working with college students and working in a fast-paced environment

Employment date and Compensation

- Hrs/Wk 20
- Stipend $25.23 per hour
- Dates of Appointment – From August 20th to May 21st (with possibility of renewal)
- Standard Graduate Employee Organization (GEO) benefits.

Application Process

- Submit your resume and a letter of interest to Kelly A. Gray at gray@umass.edu. Please use the term “DOSO Grad Application” in the subject line of the email. In your letter interest please indicate the following: academic program, degree and expected graduation date; current and previous on campus assistantships; previous experience working with college students; how this position will complement your studies.
- Priority Deadline April 24, 2017: Applications will continue to be accepted until the position is filled.