University of Massachusetts Amherst  
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Project Assistantship

Application Deadline: Applications will be accepted until position is filled.

Job Description (No Clerical duties permitted):
• Work on a range of projects related to Office of Undergraduate Student Success goals.
• Coordinate activities and events within office and with partnering offices.
• Create and update publication materials (print and web based) for various purposes and audiences (to recruit students, inform parents and staff, train advisors, etc.).
• Manage, develop, and create content for website, blog, and social media platforms (using Drupal CMS and Wordpress).
• Research various student success initiatives and programming to guide practice and programming within unit.
• Participate in program outreach events (Open Houses, Majors Fair, and various Career Fairs).
• Collaborate with other Graduate Assistants on projects and initiatives.
• Other duties as assigned.

Experience Required:

Additional Information: Skills Required:
• Graduate student enrolled in a degree program related to job duties and in good academic standing.
• Excellent organizational skills.
• Excellent written and verbal communication skills.
• Strong computer literacy (Drupal, Publisher, Word, Excel) and accuracy with detailed information.
• Ability to work well independently and take initiative on new tasks, in addition to working collaboratively with professional staff and other graduate assistants.
• Willingness to learn new skills and work in an ever-changing office environment.
• Inquisitive, open-minded, and flexible when beginning new tasks and projects.
How to Apply:
• Submit a resume and letter of interest to Eric Moschella, Associate Provost for Student Success, at apstudentsuccess@umass.edu
• Please use subject line, “Student Success Assistantship Application” when submitting application.
• In your letter of interest, please indicate why you are interested in working in a student success centered office, your academic program/area of study, relevant experience, and how this position will complement your studies.

Dates of Appointment: From 09/03/17 To 05/23/18

Hours/Wk  20       Stipend $ 25.23

How to Apply: Call ☐ In Person ☐ Submit Resume ☒

Dept. Name: Undergraduate Student Success      Contact Person: Joanne

E-Mail contact: apstudentsuccess@umass.edu

Bldg. Address: 609 Goodell      Phone: 413-545-6493