Type of Appointment: Internship

Application Deadline: Email your resume, cover letter, and the posted application form to gasearch@umass.edu by the priority date of 9/26/17 to ensure consideration. This vacancy notice will remain posted and applications will be accepted and may be reviewed until the position is filled.

Job Description (No Clerical duties permitted):
General Summary of Position
The Graduate Assistant/Graduate Programmatic Coordinator (GPC), as a member of Student Bridges (SB) staff, working under the programmatic direction of Student Bridges Interim Program Director and Advisory Board (SBAB), advises and works collaboratively with several SB committees to ensure that staff is working toward SB's annual goals: to develop programs to promote college enrollment and success for under-represented students including first-generation students, under-represented students of color, and non-traditional students. Support student staff, tutor-mentors, and ambassadors who implement activities, programming, events, and policy advocacy. This assistantship provides opportunities to develop skills in: program management, policy advocacy, group dynamics and decision-making, team mentoring, academic supervision, organizational development, community-university partnerships, and effective cross-cultural communication and collaboration. This year-round position requires on-campus work during summer and intersession. However, reappointment is dependent on department need, experience, satisfactory performance, academic standing, and funding. Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

Duties and Responsibilities
1. Assist Interim Program Director/Course Instructor with program related initiatives including, but not limited to, successful implementation of community-based service placement partnership and SB course curriculum objectives.
2. Assist Interim Program Director/Course Instructor with emerging projects as needed.
3. Ability to assist SB course (SRVCLRNG 293/393) on Tuesdays and Thursdays 6:00pm-7:30pm as needed.
4. Support, mentor, and provide collaborative support for undergraduate paid staff, tutor-mentors, and ambassadors; evaluate staff members each semester.
5. Perform duties in collaboration with undergraduate programmatic coordinator(s) (UPC).
6. Support the UPC’s facilitation of weekly staff meetings.
7. Serve as Core Team member with the UPC(s), Interim Program Director/Course Instructor, and site-class liaison (to SRVCLRNG 293/393) to support staff: meet weekly to support administrative operations including agency policies, space allocation requests, and similar functions.
8. As a core staff team member assist in the development and implementation of trainings, workshops, and leadership development opportunities for staff, interns, and ambassadors, to include supporting the planning of annual/bi-annual orientation to Holyoke and Springfield in collaboration with staff and community partners.
9. Assist in reviewing and approving weekly time sheets of all staff members.
10. Support SB business office staff to maintain transportation, scheduling, accounting, space requirements, web and public relations.
11. Assist in gathering information from SB committees to draft an annual budget request to Student Government Association (SGA) for their annual allocation process, working with the UPC(s) and SB staff accountant.
12. Assist in the annual evaluation and year-end report in collaboration with the UPC(s), Interim Program Director, public relations coordinator, and development and evaluation coordinator.
13. Research, analyze, and advocate for policy issues that affect the access, retention and quality of life for under-represented students at UMass and in higher education by working in collaboration with student staff & tutor mentors.
14. Assist in recruitment and placement of tutor-mentors with partner organizations in Holyoke-Springfield area in collaboration with the UPC(s), Interim Program Director/Course Instructor, and site coordinators.
15. Support Interim Program Director/Course Instructor, UPC(s) and site coordinators to maintain communication with community partner schools, programs, and organizations, in addition to campus partner organizations by working in collaboration with student staff to evaluate and improve SB partnerships.
Perform other related duties as assigned.

Supervisor: Yedalis Ruiz, Interim Program Director/Course Instructor, Student Bridges

Compliance Requirements
Graduate students filling assistantships in Student Affairs and Campus Life have specific expectations placed on them as employees of the University of Massachusetts Amherst. Among these is the requirement to fulfill reporting responsibilities as prescribed and required under applicable federal and State laws. These include but may not be limited to requirements under Title IX; Clery Act; FERPA; HIPPA; Massachusetts Conflict of Interest laws. Additionally, this applies to adhering to University policies and agreements (e.g., collective bargaining agreement).

Fulfilling these expectations includes addressing and reporting related violations by students, staff, faculty or others. Related training will be provided to all SACL graduate assistants. These expectations may be amended in conjunction with changes in Federal
and/or State mandated reporting requirements, and/or University policies or agreements. Graduate students unwilling to meet these requirements are not eligible for appointment to a SACL graduate assistantship.

**Experience Required:**
1. Enrollment as graduate student in good standing during entire term of appointment.
2. Eligible for appointment to this assistantship, as determined by the Graduate School.
3. Available to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.
5. Graduate student in a degree program within an academic area related to job duties;
6. Experience working respectfully with diverse cultures and communities.
7. Familiarity and ability to work collaboratively with schools, community based agencies, and programs in the Five College, Holyoke, and Springfield areas.
8. High degree of cross-cultural literacy; awareness of barriers to accessing higher education for underrepresented students.
9. Contextual understanding of sociopolitical issues affecting underrepresented students in higher education; ability to critically analyze these issues; ability to critically self-reflect and provide incisive self-evaluations.
10. Ability to train/mentor/supervise undergraduate students from diverse backgrounds; excellent communication and interpersonal skills.
11. Ability to manage projects within SB mission; strong writing and research skills.
12. Ability to be creative and flexible in problem-solving; highly motivated and willing to take the initiative when necessary.
13. Some travel may be required; ability and willingness to work evening and weekend hours as necessary.

**Additional Information:**

**Dates of Appointment:** From 10/01/17 To 05/26/18

**Hours/Wk** 20  **Stipend** $25.23

**How to Apply:**  
- Call ☐  
- In Person ☐  
- Submit Resume ☐

**Dept. Name:** Advocacy, Inclusion And Support Programs/Student Bridges  
**Contact Person:** Colette Nadeau, Personnel Coordinator, cnadeau@umass.edu

**E-Mail contact:** gasearchaisp@umass.edu

**Bldg. Address:** 321 Berkshire House  
**Phone:** 413/545-3604
Use this form to apply for GAs* under Advocacy, Inclusion, and Support Programs (Center for Multicultural Advancement and Student Success-CMASS, Center for Women and Community-CWC, Men and Masculinities Center, The Stonewall Center, Student Bridges, Student Veteran Resource Center-SVRC, Upward Bound, Women of Color Leadership Network-WOCLN)

Email application form, resume, and cover letter(s) to GAsearchAISP@umass.edu, GAsearchCMASS@umass.edu or GAsearchCWC@umass.edu as ad instructs. Questions: email Colette Nadeau at cnadeau@umass.edu or 413/545-3604.

Position title(s) of the assistantship you are applying for or being appointed for:

**Student Bridges Graduate Programmatic Coordinator**

**PERSONAL DATA**

Legal Name: Last, First, Mi __________________________________________________________________________

Campus/Student/SPIRE ID (required) ____________________________

Do you have a student visa? Yes ___ No ___ If Yes: you may work 20 hrs max when enrolled; 40 hrs intersession, summer

Local Address if available: #/Street, POBox, City, State, Zip __________________________________________________________________________

Phone(s) (required)________________________________________________________________________

Email(s) (required)________________________________________________________________________

Permanent Address if different #/Street, POBox, City, State, Zip __________________________________________________________________________

Have you worked at UMass before? Yes ____ No ____

Employee ID (optional): ____________________________

Have you been appointed as a graduate assistant at UMass before? Yes ___ No ___

**ACADEMIC PROGRAM**  (Combined credit and work hours over 40 require GPD pre-approval. If a direct correlation between job duties and degree program is not apparent, a GPD memo will be required describing that)

Graduate Program Enrolled In ____________________________ Credit Hrs Enrolled in __________
Graduate Program Director (GPD) ____________________________ GPD Building/Rm __________
GPD Phone ____________________________ Total hrs/wk you will work in other campus jobs ______

Times Available To Work __________________________________________________________________________

Are you an incoming graduate student? Yes ___ No ____

**PROFESSIONAL REFERENCES** (If not on your resume, list here)

1. Name ____________________________ Phone/email __________________________________________________________________________

2. Name ____________________________ Phone/email __________________________________________________________________________

Please answer the following; this information will be used ONLY if or when you are hired.

Do you have a Work Study Award? Amount ________ None ______

Do you, or, will you, work elsewhere on campus? Yes ___ No:__ (all pay is combined into one check.)