University of Massachusetts Amherst

On Campus Graduate Assistantship Vacancy Notice

Completed form should be mailed to Gradappt@grad.umass.edu to be posted at http://www.umass.edu/gradschool/assistantship/job_post.htm

Type of Appointment: Internship

Application Deadline: Email your resume or CV, a cover letter, and the completed application form (form posted here), to gasearchcmass@umass.edu, by the priority date of February 26, 2018 to ensure consideration; position will remain posted until a successful candidate has been hired.

Job Description (No Clerical duties permitted):
Student Affairs and Campus Life is committed to providing meaningful assistantship experiences for graduate students, particularly when these experiences enhance SACL priorities and are relevant to the pursuit of a graduate assistant's professional goals. It is within this context that SACL makes this assistantship available.

General Summary of Position
The graduate assistant, Mentor Programs Coordinator, in the Student Development area of the Center for Multicultural Advancement and Student Success (CMASS), within the Advocacy, Inclusion, and Support Programs, will support the development of underrepresented undergraduate students who are pursuing post baccalaureate studies by facilitating individual and hands-on workshops for an admitted cohort of 20 students to address consideration, application and preparation for graduate school. Areas of support include standardized tests, personal statement, research/internship opportunities, identity awareness, and navigating graduate school, to name a few. This assistantship provides an opportunity for gaining additional experience in applying theories of student development in a higher education setting, and workshop design and presentation. Reappointment is dependent on department need, performance evaluation, experience, academic standing, and funding availability.

Required Duties
1. Design and update curriculum to support participant's transition from college to graduate school.
2. Develop nurturing relationships to guide participants toward opportunities that will make them more desirable to graduate programs.
3. Collaborate with areas within and outside of CMASS (ie. Career Services, Alumni Association, Office of Undergraduate Research Services) to best respond to participants' goals.
4. Assess program and learning objectives to ensure sustainability of the program.
5. Perform additional related duties as required.

Supervisor: Wilma Crespo, CMASS Interim Co-Director

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:
Minimum Required Qualifications
1. Enrollment as graduate student in good standing during entire term of appointment.
2. Eligibility for appointment to this assistantship, as determined by the Graduate School.
3. Availability to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.
5. Graduate student in a degree granting program related to the job duties
6. Experience working with mentoring and advising diverse populations.
7. Experience designing curriculum for graduate school preparation, career advising and other workshops related to academic success, multicultural understanding, and advocacy for students of color.
8. Demonstrated ability to work cross-culturally and sensitivity/awareness of the unique needs of students of color and first-generation students.
9. Initiative to work independently in developing and managing projects.
10. Excellent oral and communication skills.
11. Ability to work some evenings and weekend hours.

Additional Information:

Dates of Appointment: From 08/26/18 To 05/25/19

Hours/Wk 20 Stipend $ 25.23

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

Dept. Name : CMASS Contact Person: Colette Nadeau, Personnel Coordinator
E-Mail contact: cnadeau@umass.edu

Bldg. Address: 321 Berkshire House  Phone: 413/545-3604
Advocacy, Inclusion, and Support Programs (AISP)
Application for Graduate Assistantship (GA) Position 2018-19

Use this form to apply for GAs within 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)

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

**CMASS Mentor Programs Coordinator**

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

**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.)*