TITLE: Graduate Assistant for Student Parent Support Programs  
DEPARTMENT: Dean of Students Office Cluster  
PROGRAM: Student Parent Support Programs  
SUPERVISOR: Sally Linowski, Associate Dean for Off Campus Life & Community Engagement

A. General Description
Under the general direction of the Associate Dean of Students, Off Campus Student Life and Community Engagement, the OFR Graduate Assistant performs a variety of functions and responsibilities related to delivery of services that support UMass Amherst undergraduate and graduate student parents. The Office of Family Resources is committed to increasing access to and awareness of programs that can enrich and empower families to succeed in their personal, professional and educational pursuits. Our department is dedicated to maintaining a welcoming and supportive environment that enhances the lives of the diverse mix of families who live, work, and study at UMass. Our physical space includes areas where individual parents can get respite, support, and small groups of parents can meet.

Office of Family Resources (OFR) programs currently include the Amherst Family Center (AFC), a parent education workshop series (Dinner On Us), an interactive cultural enrichment and a creative arts series for parents and children (Special Saturdays), and management of the Undergraduate Student Child Care Scholarship. In addition, OFR provides campus families with support including information and referral in the areas of: parenting, child development, community resources, and school or work/family issues.

B. Required Duties
1. Collaborate with OFR staff to develop and implement parent support and family resource programs. Develop promotional materials for DOU, including but not limited to web-based strategies, written materials and flyers, and presentations. Assist OFR staff in developing standard operating procedures, office management, and hiring and training student employees.
2. Serve as liaison to North Village Family Housing residents and staff, IPO and other offices with strong connections to International students.
3. Collaborate with on-campus departments, student governance bodies, and off campus organizations that share a common constituency. Examples include: Center for Early Education, Center for Women and Community, Graduate Student Senate, Undergraduate SGA, Family Housing. Serve as student parent panelist on interdepartmental collaborations; engage in outreach events to promote OFR and DOU programs.
4. Assist with DOU and other program calendars, schedule speakers, and serve as main point of contact for all program logistics, including supplies, food, toys etc. Work collaboratively with other OFR Graduate Student to train student staff working with children during programs.
5. Register program participants and assist in the tracking of program participants and related demographic information. Compile needed data for grant and office reports.
6. Engage in positive, respectful, and professional interactions with departmental colleagues and clients. Maintain confidentiality of program participant information.
7. Required to work monthly evenings and weekends
8. Related duties as assigned.

C. Minimum requirements
- Graduate student enrolled in a degree program related to job duties and in good academic standing; preferred degrees include Child and Family Studies, Education, Psychology, and Sociology.
• Experience working with families of young children from diverse cultures and communities.
• Ability to train and supervise undergraduate student employees.
• Strong time-management and organizational skills.
• **Ability to work in an autonomous environment; must be highly motivated and willing and able to take initiative.**
• Able to work collaboratively and implement projects. Demonstrated knowledge of MS Word, Excel, and Adobe InDesign or Canva.
• Excellent verbal, written, and interpersonal communication skills.
• Able to work in an open area with varying levels of activity, background noise, and interruptions.
• **Duties involve some evening and weekend hours.**

**D. Supervision Received**
Reports directly to the Associate Dean of Students.

**Employment date and compensation**
• Dates of Appointment – From August 26th to May 25th (with possibility of renewal)
• 10hrs/week
• Stipend $25.23 per hour (or current GEO rate)
• Standard Graduate Employee Organization (GEO) benefits.

To apply, please send resume and cover letter to Maura Roberts, maura.roberts@umass.edu. Priority deadline July 6th.