TITLE: Graduate Assistant for Office of Family Resources Programs
DEPARTMENT: Dean of Students Office Cluster
PROGRAM: Office of Family Resources
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), Care.com memberships for student and AFC parents, and management of the Undergraduate Child Care Tuition Assistance program (CCTA). 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. OFR works closely with the campus childcare program, the Center for Early Education and Care (CEEC); both departments are under the Dean of Students Cluster within Student Affairs and Campus Life (SACL).

B. Required Duties

1. Collaborate with OFR staff to develop and implement parent support and family resource programs. Develop promotional materials for DOU and SSS programs, including but not limited to web-based strategies, written materials and flyers, and presentations.

2. 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.

3. Develop OFR program calendars, schedule speakers and/or performers.

4. Register program participants and assist in the tracking of program participants and related demographic information.

5. Engage in positive, respectful, and professional interactions with departmental colleagues and clients. Maintain confidentiality of program participant information.

6. Related duties as required.

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.
• 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. Weekly hours Monday-Friday 10am-2pm.

D. Supervision Received
Reports directly to the Director of the Office of Family Resources.

Employment date and compensation
• Dates of Appointment – From August 20th to May 25th (with possibility of renewal)
• 20hrs/week
• Stipend $25.23 per hour
• Standard Graduate Employee Organization (GEO) benefits.

Application Process
□ Submit your resume and a letter of interest to Maura Roberts, maura.roberts@umass.edu. Please use the term “OFR 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, parents and children; how this position will complement your studies.
□ Priority Deadline July 28: Applications will continue to be accepted until the position is filled.