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: To ensure consideration, email resume, cover letter, and application form to the contact listed below by Priority date of 3/11/16; accepting applications until position is filled

Job Description (No Clerical duties permitted):
As a member of Student Bridges (SB) staff, working under the programmatic direction of Student Bridges Advisory Board (SBAB), with ongoing functional supervision from the faculty advisor and reporting to the Assistant Vice Chancellor for Advocacy, Inclusion, and Support Programs (AISP), advise and work collaboratively with several SB committees and faculty advisor to ensure that staff is working towards 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. Supervise and support student staff, tutor-mentors, and ambassadors who implement activities, programming, events, and policy advocacy. Although this position requires that the GPC supervises, the role is intended to be egalitarian and collaborative. 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. Reappointment is dependent on department need, performance evaluation, experience, academic standing, and funding.

B. Required Duties: (Note: Each committee is ultimately responsible for task completion)

Core Staff:
● Supervise, mentor, and provide collaborative support for undergraduate paid staff, tutor-mentors, and ambassadors; evaluate staff members each semester. Perform duties in collaboration with undergraduate programmatic coordinator(s) (UPC).
● Support the UPC’s facilitation of weekly staff meetings.
● Serve as Core Team member with UPC(s), faculty advisor, Course Instructors, and site-class liaison (to SRVCLRNG 293/393) to supervise and support staff: meet weekly to support administrative operations including ongoing budget expenditures, compliance with AISP Cluster and agency policies, space allocation requests, and similar functions.
As a core staff team member develop and implement 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.

- Review and approve weekly time sheets of all staff members.
- As the Student Bridges Liaison within AISP, attend bi-weekly meeting with directors.

Business Office Committee:
- Supervise SB business office staff to maintain transportation, scheduling, accounting, space requirements, web and public relations.
- Gather information from SB committees and draft an annual budget request to Student Government Association (SGA) for their annual allocation process, working with the UPC(s) and SB staff accountant.
- Work closely with Student Engagement (SE) account specialists on purchasing, payables, travel, speaker contracts, and student payroll processes.
- Seek outside funding in collaboration with SBAB, faculty advisor, student staff, and tutor mentors.
- Produce annual evaluation and year-end report in June in collaboration with the UPC(s), faculty advisor, public relations coordinator, and development and evaluation coordinator.

Retention Committee:
- 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.

Site Class Committee:
- Recruit and place tutor-mentors with partner organizations in Holyoke-Springfield area in collaboration with the UPC(s), community service learning course instructors, and site coordinators.

Policy Advocacy Committee:
- 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.

Experience Required:
- Graduate student enrolled in a degree granting program related to the job duties and in good academic standing.
- Demonstrated dedication to social justice.
- Experience working respectfully with diverse cultures and communities.
- Familiarity and ability to work collaboratively with schools, community based agencies, and programs in the Five College, Holyoke, and Springfield areas.
Experience facilitating and attending workshops/conference pertaining to systems of oppression
High degree of cross-cultural literacy; awareness of barriers to accessing higher education for underrepresented students.
Contextual understanding of sociopolitical issues affecting underrepresented students in higher education
Demonstrate ability to critically analyze these issues; ability to critically self-reflect and provide incisive self-evaluations.
Ability to train/mentor/supervise undergraduate students from diverse backgrounds; excellent communication and interpersonal skills.
Ability to manage projects within SB mission; strong writing and research skills.
Ability to be creative and flexible in problem-solving; highly motivated and willing to take the initiative when necessary.
Some travel may be required; ability and willingness to work some evenings and weekend hours as is necessary.

D. Preferred Qualities
Conflict Management skills
Exceptional Time Management/Organization skills
Experience in community organizing or non-profit work
Pursuing a degree in African American Studies, Women and Gender Studies, Social Justice Education, Sociology or Labor Studies

Additional Information:

Dates of Appointment: From 07/01/16 To 05/27/17

Hours/Wk  20 Stipend $ 24.38

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

Dept. Name : Student Bridges Contact Person: Colette Nadeau, Personnel Coordinator for AISP, SE

E-Mail contact: cnadeau@umass.edu

Bldg. Address: Phone: 413/545-3604