Department: Dean of Students Office

The Dean of Students Office has a strong commitment to fostering student development, particularly in the acquisition of personal values, which create a respect for individual difference, cultural diversity and equal opportunity. The staff strives to meet the varied needs of students through advocacy program support, advising, and general counseling. The Dean of Students Office provides students with the support, resources and referrals they need to succeed at the university. Under the general direction of the Deans, Graduate assistants perform a variety of functions and responsibilities related to delivery of student services with primary responsibilities for walk in services and assistance with administrative follow-up.

Title: Student Life Specialist – 1 position anticipated

Duties and Responsibilities:
- Administrative and information reviews
  - Advise student, staff and faculty about policy and procedures
  - Assist with the administration of the University’ undergraduate withdrawal and residency processes
  - Provide support to the Deans: drafting official correspondence, researching policy, representing the Dean of Student office in committees and university related events
  - Functional supervision of student staff
- Case management
  - Respond to individual students questions and problems
  - Intervene and contact different campus entities on behalf of students (i.e Faculty notification in case of emergency absences)
  - Track educational sanctions
  - Work with students and families in crises and make appropriate referral
- Training and Educational Presentations
  - Assist with policy, procedure, and training manual revisions
  - Assist in the development and delivery of training, presentations and workshops for members of the university community regarding students expectations

Requirements/qualifications
- Continuing good standing as a graduate student in a degree-granting program
- Strong interpersonal communication skills and the ability to interact with a diverse population.
- Understands and is committed to the University and departmental affirmative action and non-discrimination polices
- Availability during regular business hours 8:30am- 5:00pm
- Available to work occasional evenings and weekends
- Preferred qualifications: experience working with college students and working in a fast-paced environment
Employment date and Compensation

- Hrs/Wk 20
- Stipend $21.99 (as provided by the GEO contract)
- Dates of Appointment – From Mid-August to Mid-May (with possibility of renewal)
- Standard Graduate Employee Organization (GEO) benefits.

Application Process

- Submit your resume and a letter of interest to Corrina Marchand at cmarchand@umass.edu. Please use the term DOSO Grad Application” in the subject line of the email. In your cover letter, please indicate the following: academic program, degree and expected graduation date; current and/or previous on campus assistantships; previous experience working with college students; your related experiences and how it complements your studies.
- Priority Deadline March 1, 2015: Applications will continue to be accepted until the position is filled.