University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Project Assistantship

Application Deadline: May 17, 2019

Job Description (No Clerical duties permitted):

General Summary of Position
Student Success Programs & Services supports the UMass Amherst Student Success unit priorities of developing programs and practices that increase student persistence and retention, support timely progress toward degree completion, and foster holistic student learning and development through the advancement of high-impact educational opportunities.

Working with the Director for Student Success Programs & Services, the Graduate Assistant for Student Success Programs & Services will primarily support the following initiatives: Early Academic Alert, Academic Coaching/Skill Development, and advisement of Alpha Lambda Delta. Additionally, the Graduate Assistant will support programs awareness initiatives through social media management and print marketing materials.

All staff in Student Success are expected to provide general support for student success programming logistics for initiatives such as the Majors Fair, various career fairs, Common Read keynote address and other unit-wide initiatives as well as maintain effective liaison with campus partners and academic units throughout the university.

Examples of Duties
Academic Coaching/Skill Development & Early Alert Initiative
- Provide academic interventions for students (1:1 appointments) with concerning course progress reports (received through the early alert initiative) to promote skill development and resource connection
- Develop resources, materials, and programs designed to promote academic skill development for college students.
- Facilitate trainings for faculty and staff on efforts related to early alert and academic skill development.
- Support Student Success Workshops designed for undergraduate students to explore academic success strategies, including development, assessment and program facilitation.
- Research and stay abreast of literature and best practices related to early alert and academic skill development initiatives. Utilize this information to inform resource and material development.
- Facilitate internal departmental training sessions on initiatives

Alpha Lambda Delta (ALD)
Alpha Lambda Delta is a national honors society that serves to recognize academic achievement among students in their first year of college.
- Serve as the primary advisor for ALD
- Participate in weekly meetings with the executive board leaders
- Support facilitation of organization wide events, including community events, philanthropy events, and the spring induction ceremony

Student Success Initiatives
- Support unit-wide student success programming and logistics for programs such as the Majors Fair, Career Fairs, Common Read keynote address, etc.
- Other duties as assigned by supervisor.
- Support implementation of Majors Fair. Responsibilities include but are not limited to day-of event management, marketing and promotion materials, event logistics and signage, etc.

Minimum Qualifications
1. Enrollment in Master’s or Doctoral program at UMass Amherst (Preferred: higher education or education related program)
2. Computer proficiency with word processing, spreadsheets and database programs
3. Experience in program planning and implementation
4. Demonstrated ability to work independently to organize multiple tasks and set priority for action
5. Ability to collaborate with others, to identify and achieve shared goals
6. Excellent oral and written communication skills
7. Experience working with a large culturally diverse faculty and undergraduate student population

Supervision Received
Supervised by the Director for Student Success Programs & Services

Experience Required:
Experience working with undergraduate students and/or academic success programming is preferred.

Additional Information: Based on fall performance, appointment will continue into future semesters.

Dates of Appointment: From 09/01/19 To 01/11/20

Hours/Wk 20 Stipend $ 11,525.00
How to Apply: Call ☐ In Person ☐ Submit Resume ☒

Dept. Name: Student Success Programs & Services, Student Success
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