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 SPP Graduate Assistant performs a variety of functions and responsibilities related to delivery of services that support UMass Amherst undergraduate and graduate student parents. Student Parent Programs 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.  
Student Parent Programs (SPP) programs currently include a parent education workshop series (Eat.Learn.Fun), an interactive cultural enrichment and a creative arts series for parents and children (Family Fun Days) and management of the Undergraduate Student Child Care Scholarship. In addition, SPP 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 (must be available Monday evenings 4-8pm and Saturday mornings 830am-1230pm)  
1. Collaborate with SPP staff to develop and implement student parent support and family resource programs. Develop promotional materials for all programs (ELF, Family Fun Days), including but not limited to web-based strategies, posting on social media (Facebook), written materials and flyers, and presentations. Assist SPP 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 SPP and ELF programs.  
4. Point of contact for ELF and FFD 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 SPP 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. Work with SPP staff to coordinate student staffing for SPP programs  
7. Plan programming for Fall 2020-Spring 2021.  
8. Engage in positive, respectful, and professional interactions with departmental colleagues and clients. Maintain confidentiality of program participant information.  
9. Required to work monthly evenings and weekends  
10. 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 18th to May 23rd (summer 2019 employment possible)
• 20hrs/week
• Stipend $28.59 per hour (effective 9/1/19 30.33 per hour)
• Standard Graduate Employee Organization (GEO) benefits.

Please send cover letter and resume to studentparent@umass.edu

Priority Deadline March 20th 2019