



Graduate Assistantship

Position Title: Caroline Scholars Program Graduate Assistant

Reports To: Caroline Program Director, Tara Cunningham

Department: Academic Affairs, Caroline Scholars Program

FLSA Status: Non-exempt

Employment Status: Part-Time Non-Benefit Eligible

FTE: .25

Grant Funded: YES

Origination Date: March 2020

Revision Date: July 2026

Position Summary:

The Graduate Assistant for the Caroline Scholars Program is a professional development position designed to provide hands-on experience in higher education administration and student affairs. The Caroline Scholars Program emphasizes service learning, community building, leadership development, personal and professional growth, and civic engagement. In this role, the Graduate Assistant will support Caroline Scholars through programming, advising, and student engagement initiatives while also assisting with the program's daily operations, events, and administrative responsibilities under the supervision of the Program Director.

Primary Responsibilities

The Graduate Assistant will support the Director of the Caroline Scholars Program in developing and implementing programs that foster student engagement, service learning, leadership development, and peer mentoring. This position provides administrative, programmatic, and student support, with a primary focus on coordinating the peer mentor initiative and assisting with program and event management.

Program Development and Event Support

- Collaborate with the Program Director to develop and implement student programming, with an emphasis on service learning and leadership development.
- Assist with planning and coordinating programs and events, including reserving spaces, requesting campus services, communicating with vendors and community partners, and preparing promotional materials.
- Attend Caroline Scholars events to provide leadership, troubleshoot issues, and support successful event execution (some evening and weekend hours required).
- Conduct program and event assessments to evaluate effectiveness and identify areas for improvement.
- Communicate with students through email, phone, and in-person outreach to promote programs, encourage participation, and support engagement.

Peer Mentor Initiative

- Coordinate the Peer Mentor Initiative in collaboration with the Program Director.
- Assist with the mentor matching process each semester.
- Serve as the primary advisor for mentor pairs by providing guidance, facilitating communication, and supporting positive mentoring relationships.
- Meet individually with scholars and mentor pairs as needed to address academic, personal, or mentoring-related concerns.
- Manage mentor pair challenges and connect students with appropriate resources when needed.
- Develop and facilitate mentor training workshops and create educational materials, reflection activities, and program evaluations.
- Maintain and update the Peer Mentor Handbook.

Administrative Responsibilities

- Maintain student attendance records and create event sign-in sheets.
- Prepare and distribute the monthly Caroline Scholars newsletter.

- Perform general administrative tasks related to program operations.
- Attend weekly one-on-one supervision meetings.
- Assist with the Wednesday evening Leadership Seminar (HUM 338) on Wednesdays from 6:30–8:30 p.m.
- Complete other duties and special projects as assigned by the Program Director.

Supervision:

- The Graduate Assistant reports to the Director of the Caroline Scholars Program, Tara Cunningham

Skills and Experience:

- Strong working knowledge and understanding of Mount Mary University’s programs, administrative offices, and campus layout (for event programming purposes only)
- Strong organization skills and attention to detail
- Demonstrated ability to work independently and maintain confidentiality as required
- Outstanding verbal, writing, and presentation skills; must be able to communicate and interact effectively with Mount Mary students, employees, and alumnae
- Exceptional ability to multitask and prioritize projects
- Excellent oral, written, and interpersonal communication skills, including the ability to work with diverse groups, facilitate group process and foster collaborative decision making
- Strong working knowledge of Microsoft Office, Mailchimp, Canva, and/or Survey Monkey

Qualifications:

- To perform this job successfully, an individual must be able to perform each primary duties satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform primary functions.
- Must be currently enrolled as a Graduate Student making Satisfactory Academic Progress (SAP) toward a recognized degree

Physical Demands:

- May be required to lift up to 20 lbs.
- Must reach, bend, stoop, lift
- Must sit, walk or stand
- Some repetitive motion may be required

Working Conditions:

- Can be scheduled for up to 15 hours a week
- Varying workflow; sometimes stressful with high workload times of the year
- Complete work required within a limited space
- Complete work required within a limited time

Mount Mary University practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace.

Print Name

Date

Signature