Grace Scholars Program
Graduate Assistantship
Position Description

Position Title: Grace Scholars Program Graduate Assistant
Reports To: Program Director, Grace Scholars Program
Department:
FLSA Status: Non-Exempt
Employment Status: Part-time
FTE: .25
Salary/Position Grade:
Pay Cycle: 10 Months
Pay Months: July-May
Grant Funded: Yes
Revision Date: March 2018

Position Overview:
The graduate assistantship within the Grace Scholars Program is a quarter-time (10-15 hours per week) position designed to provide an educational experience in college administration and student personnel. The graduate assistant will be responsible for providing leadership and assisting staff and students. Initiatives with Scholars focus on community development, leadership development, personal and professional development, and civic responsibility. The graduate assistant will also provide additional support to the Grace Scholars Program's departmental efforts and activities.

Responsibilities:
The primary responsibility of the graduate assistant is to manage the Grace Scholars Peer Mentoring initiative. The graduate assistant will support the Director in the planning, implementation, and evaluation of a comprehensive peer mentoring program. The graduate assistant will serve as the primary advisor for the mentoring pairs, will support the development and growth of their relationships and incorporate best practices to ensure a positive experience for the Scholars. Additionally, the graduate assistant will support the overall operations of the Grace Scholars Program including planning and coordinating program events, collaborating with campus colleagues, and program assessment. Roles and functions of the position may be subject to change.

Roles and Functions:

Program Planning and Development

- Plan and develop Peer Mentor Initiative programming plan, in collaboration with Director.
    - Develop holistic programming timelines, identifying innovative and creative student programming.
    - Assist in program and event planning, including reserving spaces, requesting services, contacting vendors and third-party entities, and prepare marketing materials.
    - Attend events to provide leadership and problem-solve for event issues or needs. May require evening and weekend hours.
    - Conduct program and event assessment activities.

Peer Mentor Initiative Development and Advising

- Serve as an advisor/mentor to the Grace Scholars Program, conducting individual and small-group sessions designed to monitor their educational and career goals and assist with the resolution of academic and personal challenges.
- Manage the mentoring relationships, in collaboration with the Director
    - Assist with the mentor-pairing process.
    - Hold one on one meetings with Scholars and mentor pairs as needed.
    - Manage any mentor pair challenges, conflicts, or concerns; ability to think creatively and holistically about diverse student needs
    - Attend and assist with the Grace Scholars biweekly class.
    - Maintain consistent and regular communication with mentor pairs.
    - Develop Peer Mentor reflections, educational prompts, and evaluations.
    - Develop, update, and maintain the Peer Mentor Handbook

Administrative Functions/Departmental Responsibilities

- Assist the Grace Scholars Program with general administrative tasks, including
  - Social media account management,
  - Supervision of student workers,
  - General programming,
  - Assessment.
- Serve on campus-wide committees
- Conduct scholarly research on holistic retention programs and initiatives that serve diverse student populations.
- Attend weekly one on one meeting with Supervisor.

Supervision:
The graduate assistant reports to the Director of the Grace Scholars Program.

Conditions of Employment:
Individual must meet the following conditions of employment:

- An appointment is contingent upon a completed bachelor's degree and acceptance into a degree-granting graduate program.
- Graduate assistants must be enrolled "full-time" as determined by institutional and program specific expectations.
- A minimum 3.0 grade point average must be maintained during the period of employment.
- Graduate assistants must be in good overall standing with the University.
- Due to the formal and informal demands of the position, involvement in other activities which require sizeable time commitments (volunteer work, other employment, significant class loads, etc.) must be pre-approved by the graduate assistant's supervisor.

Scheduling Requirements& Remuneration:
The graduate assistant position is a 10-month position, with a 10 hour per week minimum commitment. The GA will coordinate, with input from the Director, a schedule that reflects an appropriate mixture of scheduled weekly office hours, scheduled weekly meetings, and flexible schedule options for covering events, activities, and other commitments. As appropriate, additional hours may be required for high need weeks, and will be mutually decided on by both the graduate assistant and the supervisor.

Additionally, the Graduate Assistant will assist at the following annual events:

- Residence Hall Move –In days
- New Student Orientation, including preparation days
- Fall and Spring Step Singing and Commencement events

The graduate assistant position is a paid position and hours for the position may also be accumulated as supervised time for academic practicum, internships, or certification protocols (dependent on academic department).

To Apply:
To be considered for one of these positions, please forward a resume and cover letter describing your interest in the position to Tiffany Tardy at tardyt@mtmary.edu.

Contact Information:
Tiffany Tardy, Director, Grace Scholars Program
tardyt@mtmary.edu; 414-930-3548
www.mtmary.edu/grace