



Graduate Assistantship

Position Title: Caroline Scholars Program Graduate Assistant
Reports To: Caroline Program Director, Maria Vanessa Vasquez
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: August 2024

Position Summary:

The Graduate Assistant position within the Caroline Scholars Program is a position designed to provide educational experience in college administration and student personnel. The graduate assistant will be responsible for assisting students. Initiatives with Scholars focus on service learning, community development, leadership development, personal and professional development, and civic responsibility. The graduate assistant will also provide additional support to the Caroline Scholars Program's departmental efforts and activities and administrative support to the Program Director.

Primary Responsibilities:

The Graduate Assistant's main responsibility is assisting the Caroline Scholars Director with program development and implementation; supporting students with service-learning activities and engagement; assisting the Caroline Scholars Director with event planning and delivery; managing the Peer Mentoring program. 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. The Graduate Assistant will develop and create mentor/mentee training workshops, to help support scholars.

- Plan and develop Peer Mentor Initiative programming plan, in collaboration with Program Director
- Develop holistic programming timelines, identifying innovative and creative student programming centered around service learning
- Assist in program and event planning, including reserving spaces, requesting services, contacting vendors and third-party entities, and prepare marketing materials
- Must actively attend Caroline events to provide leadership and problem-solve for event issues or needs
- May require evening and weekend hours
- Conduct program and event assessment activities
- Communicate (via phone, email, in-person) with students to promote programs, recruitment, attendance, and increased student participation at these events

Peer Mentor Initiative Development and Advising

- Serve as an advisor/mentor to the 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 Program Director
- Assist with the mentor-pairing process at the beginning of each semester
- 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
- Maintain consistent and regular communication with mentor pairs
- Develop Peer Mentor reflections, educational prompts, and evaluations
- Develop, update, and maintain the Peer Mentor Handbook
- Create event sign-in sheets for each event to monitor student attendance
- Conduct program and event assessment activities
- Create monthly Newsletter mailed out to scholars
- Assist the Program Director with other duties, responsibilities, or special projects as assigned
- Attend weekly one on one meeting with Supervisor

Administrative Functions/Departmental Responsibilities

General administrative tasks

Program and event planning

*Assist Wednesday evening Leadership Seminar Class on campus in person HUM 338 Wednesdays 6:30pm-8:30pm

Supervision:

- The Graduate Assistant reports only to the Director of the Caroline Scholars Program, Maria Vanessa Vasquez

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.

If you are interested in this position please email a resume, cover letter expressing interest and qualifications and at least two professional or academic references to:

Hiring Supervisor: Vanessa Vasquez

Email: vasquezm@mtmary.edu