



Graduate Assistantship

Position Title: Grace Scholars Program Graduate Assistant 2

Reports To: Grace Program Director, Maria Vanessa Vasquez

Department: Academic Affairs, Grace 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 Grace 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 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 and administrative support to the Program Director.

Primary Responsibilities:

The Graduate Assistant's main responsibility is managing the Grace Scholars Peer Mentoring program 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. The Graduate Assistant will develop and create mentor/mentee training workshops each semester, to help support Grace Scholars. The roles and functions of the position may be subject to change.

- 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 mentorship
- Assist in program and event planning for peer mentoring program, including reserving spaces, requesting services, contacting vendors and third-party entities, and prepare marketing materials for peer mentoring events
- Must actively attend peer mentor 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 Grace students to promote Grace mentoring programs, recruitment, attendance, and increased student participation at these events

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 Program Director
- Assist with the mentor-pairing process at the beginning of each semester
- Hold one on one meetings with Scholars and mentor pairs twice a semester
- 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 student/roster sign in sheets for each event to monitor student attendance
- Conduct program and event assessment activities for Grace Programming
- Create "Mentoring content/topics" for weekly Grace Newsletter mailed out to Grace students weekly
- Assist the Program Director with other duties, responsibilities, or special projects as assigned
- Attend weekly one on one meeting with Supervisor
- Attend bi-weekly staff meetings

Supervision:

- The Graduate Assistant reports only to the Director of the Grace 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