Graduate Assistant Job Description

Graduate Assistant for Student Mentoring: FAU Mentoring Project

**Department:** Leadership Education and Development (LEAD)

**Supervisor Name:** Katie Burke and Student Mentoring Programs, Associate Director (FAU Mentoring Project)

**Summary Job Function:**
Three Graduate Assistantships will be provided for full-time FAU graduate students in relevant disciplines (such as higher education, counseling or social work) to work as Academic Coaches within the FAU Mentoring Project. This position serves as one of the three positions and reports to Student Affairs.

**Student learning/educational activities performed by the Graduate Assistant:** (Please check all that apply and provide detail if needed.)
- X Advising Students
- X Planning programs
- X Instruction
- X Mentoring
- __ Planning student trips
- __ Advising student organizations
- __ Responding to student conduct situations
- __ Teaching or instructing courses
- X Other (facilitating workshops and presentations for students and staff)

**Learning Outcomes:**
- Gain an understanding of the student affairs and organizational, team work based professions.
- Gain first-hand experience in mentoring and advising students through both engagement within the FAU Mentoring Project and the LEAD area while facilitating student learning.
- Learn program management, program and event planning and assessment skills.
- Develop advising skills and facilitation and training skills.
- Develop an understanding of the department of Leadership Education and Development and its programs, the Center for Teaching and Learning and its programs and become familiar with University policy and procedure.
- Gain familiarity with Academic Affairs in an institution of higher learning, work with faculty and other organizational leaders to promote student success through leadership experiences and the engagement of students in leadership courses for academic credit.

**Duties and Responsibilities:**
- These GAs will assist with the development and implementation of a new intensive mentoring “Connections” program for targeted populations. Each GA will assist with the
creation of new policies and procedures and the implementation of the full project, as well as assisting with the coordination of Mentor Project events. GAs will work together to provide oversight and support to a small group of approximately 20 peer mentors in addition to taking on their own small mentoring caseload of approximately 15 students. The GAs will also assist with the collection and analysis of data regarding outcomes for mentored students, mentors, and the program as a whole.

- To be considered for the assistantship, the graduate student must be able to work 20 hours per week must maintain a 3.0 GPA. Knowledge of college student development theory, counseling methods and prior mentoring experience are preferred.

**Qualifications for the position:**
- Acceptance into the Florida Atlantic University Educational Leadership Master’s/Doctoral Program
- Ability to work well independently and as part of a team
- Effective written and verbal communication skills
- Willingness to work nights and weekends
- Past experience in campus activities programming is strongly preferred
- Proficiency with Microsoft Office

**Additional Information:**
- The graduate assistantship is a 20 hour per week position. This position will receive compensation of $11 per hour.
- The graduate assistantship is a one year position (fall and spring semester). Graduate assistants are eligible to reapply to this position.
- Employment will only be granted upon acceptance to the Florida Atlantic University Educational Leadership Master’s/Doctoral Program or comparable program with applicability to the learning outcomes for this position.
- Anticipated Start Date: July 2015, Anticipated End Date: May 2016
- An 80% tuition waiver is provided with this assistantship

**Questions?** Katie Burke, Director, Leadership Education and Development, kburke19@fau.edu