Graduate Assistant Job Description

Graduate Assistant for Parent and Family Programs

**Department:** Parent and Family Programs

** Supervisor Name:** Chris Hall Lynch

**Summary Job Function:**

This Graduate Assistant for Parent and Family Programs is responsible for marketing, program planning, and communication with parents. This position requires an individual who is organized, creative, has strong problem solving skills and is able to communicate well orally as well as in writing.

**Student learning/educational activities performed by the Graduate Assistant:** (Please check all that apply and provide detail if needed.)

- [x] Advising Parents
- [x] Planning programs
- [x] Instruction
- [ ] Mentoring
- [ ] Planning student trips
- [ ] Advising student organizations
- [ ] Responding to student conduct situations
- [ ] Teaching or instructing courses
- [x] Other (Marketing)

**Learning Outcomes:**

- Enhance event planning, implementing, and managing parent events experience
- Develop an understanding of the department of Parent and Family Programs and its programs and services and become familiar with University policy and procedure
- Expand knowledge in Microsoft Office and Google apps
- Develop an understanding of college parent needs
• Expand ability to work collaboratively with faculty, staff, students, and community partners
• Develop skills in supervision, training, and performance management

Duties and Responsibilities:

• Assist with the development of electronic and printed marketing materials including monthly eNewsletters to support outreach efforts to students and family members
• Market, recruit, train, and supervise a work-study that provides support for the office and an out of classroom learning experience for the student
• Assist with marketing, promotions, and social media outreach
• Assist the Director with conducting assessment, strategic planning, and other department logistics
• Assists with planning Parent and Family Weekend and other events facilitated by the department
• Develops training programs for parents and students
• Maintains the Owl Parent Association database
• Responsible for mailed communications to members of the Owl Parent Association
• Develop new initiatives and services that enhance the parent and family experience, as needed
• Conducts research requested by director to assist in building the new department
• Communicates with and problem solves for parents when requested
• Represents the department on various university committees as assigned including but not limited to Homecoming and Mission Green
• Performs other duties and projects as assigned by the Director of Parent and Family Programs

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 orientation or parent programs is preferred
• Proficiency with Microsoft Office and Google apps

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.
- Anticipated start date: July 2015 (may begin earlier), position end date: May 2016
- An 80% tuition waiver is provided with this assistantship

Questions? Chris Hall Lynch, Director, Parent and Family Programs, clynch13@fau.edu