

Graduate Assistant for the Center for Scholar Development (1 full-time position)

Programs Supported: PEP, Upward Bound, McNair Scholars

The Graduate Assistant will be a member of the **Center for Scholar Development Team**, which supports first generation students in their pursuit of post-secondary success. UB supports RI high schools students, PEP works with first year students, and McNair advises students through preparation for graduate school, working closely with academic colleagues. The primary responsibility for the Graduate Assistant is to assist the staff of the Upward Bound Program with special projects and administrative tasks in the areas of tracking student progress and facilitating student programs. The focus of this assistantship is to provide the graduate student with experience in and knowledge of administering programs that support student success for a diverse, first generation population. The Graduate Assistant will report to the Director, Upward Bound Program. Specific responsibilities include:

- Establishing and managing a mentoring program for program participants
- Developing a newsletter highlighting program alumni and new initiatives
- Organizing the tutoring component of the program
- Assisting staff in recruiting new students, review of applications
- Tracking student academic progress for the Center for Scholar Development, for all programs, including UB, McNair and PEP. Specifically, GPA's, credits completed, and advising appointments attended.
- Assist with coordination and logistical planning of department events and activities, which may include preparing handouts, sign-in sheets, securing rooms, and communication with relevant campus partners.
- Assist with front desk coverage, including answering phones, greeting visitors, and ensuring that students sign in for advising appointments and use of computer lab
- All other duties as assigned

Graduate Assistants are expected to work a total of 300 hours over the course of the semester. This time period will begin two weeks prior to the start of the semester and conclude at the end of the semester. This averages out to approximately 20 hours per week. Must be available to participate in staff orientation and training during the two weeks prior to the opening of fall semester. Some evenings and weekends required.

To apply, please submit resume and cover letter to Claudia Erazo-Conrad, cerazo@ric.edu.