Graduate Assistantships (GA)

1. Dean of Students – Student Assistance – 1 position
2. Dean of Students – Student Accountability – 2 positions
3. Fraternity and Sorority Programs – Wellness – 1 position
4. Think Tank – Academic Skills Coordinator – 1 position
5. Think Tank – Tutoring Services Coordinator – 1 position
6. Parent & Family Programs GA – 1 position
7. PASS (Pathways to Academic Success) Probation Program Coordinator – 1 position
8. Residence Life – Academic Initiatives – 1 position
9. Residence Life – Honors Initiative – 1 position
10. Residence Life – Service Learning – 1 position
11. Residence Life – Graduate Community Director – 6 positions
12. Residence Life – Leadership Development – 1 position
13. Transfer Student Center GA – 1 position
14. Dean of Students, Multi-Cultural Engagement and Inclusion – The SKEAKOUT Project – 1 position
15. Asian Pacific American Student Affairs GA – 1 position
Dean of Students
Graduate Assistant for
Student Accountability (2 Positions)

About the Dean of Students Office
We empower global citizens who are ready to make a positive impact in the world. We set the standard for a dynamic campus community by creating a caring and inclusive learning environment and providing programs, services and resources that challenge and support the students, parents/families, staff, and faculty of The University of Arizona.

Position Summary: The Graduate Assistant will investigate, hear, and make decisions of alleged violations of the Student Code of Conduct, including the assignment of developmentally appropriate sanctions. The GA will provide educational programming by teaching the Personal Responsibility workshop. The GA will also participate in research and benchmarking activities.

Reports to: Senior Coordinator for Student Accountability

Duties and Responsibilities:

- Serve as a hearing officer for allegations of violations of the Arizona Board of Regents’ Student Code of Conduct
- Advise students of the University of Arizona Diversion Program, which allows students to have criminal misdemeanor charges dismissed once they complete University sanctions, and determine educational sanctions which will give students the tools to make better choices and avoid future violations.
- Coordinate, teach, and evaluate the Personal Responsibility workshop under the supervision of the Senior Coordinators. This workshop is for students found responsible for a Student Code of Conduct violation and addresses issues such as decision making, behavioral changes, and other pressures facing college students. To meet the needs of student schedules, workshops may be taught during evening and weekend hours.
- Use the Advocate database system to track, manage, and update information related to Student Code of Conduct and UA Diversion program.
- Handle confidential, sensitive, and complex situations in a professional manner which balances the safety of the campus community with students’ individual developmental needs.
- Provide information about relevant university policies and procedures to students, faculty, staff, parents and other community members
• Document investigations and interactions with students accurately.
• Facilitate investigations and hearings in a way that is respectful to students and allows students’ perspectives to be heard and acknowledged
• Develop educational sanctions appropriate for individual developmental needs and circumstances, while providing overall consistency to the student body as a whole.
• Assist in the development of data-driven reports and case management tracking systems
• Conduct research and benchmarking activities
• Attend staff meetings (Weekly Accountability Team meetings, occasional DOS All-Staff Meetings, etc.)

Minimum Qualifications:
• An earned Bachelor’s degree.
• Must be admitted and enrolled in a graduate program at The University of Arizona;
• Enrolled for a minimum of 6 units of graduate credit while classes are in session (audit courses are not included (academic units may require additional enrollment),
• Maintain a 3.00 cumulative GPA for all UA graduate credit courses.
• Previous experience working with students in an educational setting
• Strong organizational skills, time management and the ability to work independently.
• Complete other projects as assigned

Position Type: Academic

Salary Level: $13,120.50 Actual/$26,141.00 annualized (prorated at .50 FTE, 9-months/academic appointment)

Benefits of Appointment can be found at https://grad.arizona.edu/funding/ga/benefits-appointment. We also offer $500.00 in Professional Development funding.

Desired Start Date: August 2016

Duration: 2016/2017 Academic Year

Approximate Hours: 20 per week

Submit cover letter and résumé to:
Rosie McSweeney, Assistant Dean for Student Accountability and Student Assistance
mcsweeney@email.arizona.edu
Phone: 520-626-6186
About the Dean of Students Office
We empower global citizens who are ready to make a positive impact in the world. We set the standard for a dynamic campus community by creating a caring and inclusive learning environment and providing programs, services and resources that challenge and support the students, parents/families, staff, and faculty of The University of Arizona.

Position Summary: The Graduate Assistant for Student Assistance meets with students to empower their taking a proactive role in exploring their own resolutions in order to be successful both inside and outside the classroom. The Student Assistance staff works to address the needs of students who struggle in such areas as psychological health (including suicidal ideation), physical health, victimization, finances, social adjustment, and academics through a variety of interventions, referrals, and follow up services. The Graduate Assistant will create and implement outreach efforts to enhance the campus knowledge of policies, procedures and resources.

Reports to: Coordinator, Student Assistance

Duties and Responsibilities:

- Meet with students individually to address issues such as homesickness, hospitalization (including notification of professors), and mental health. The staff often work with students who are considering withdrawal for medical reasons.
- Maintain appropriate documentation for student cases utilizing the Advocate database.
- Support the development and facilitation of student, staff and faculty outreach presentations.
- Assist with developing partnerships with campus departments in an effort to create a campus culture that values and promotes collaboration.
- Other duties as assigned related to issues of campus policies, procedures and resources, and the functioning of the Dean of Students Office.
- Assist in the development of data-driven reports and case management tracking systems
- Conduct research and benchmarking activities
- Attend staff meetings (Weekly Behavioral Intervention Team meetings, occasional DOS All-Staff Meetings, etc.)
- Complete other projects as assigned

Minimum Qualifications:
- An earned Bachelor’s degree.
- Must be admitted and enrolled in a graduate program at The University of Arizona;
• Enrolled for a minimum of 6 units of graduate credit while classes are in session (audit courses are not included (academic units may require additional enrollment),
• Maintain a 3.30 cumulative GPA for all UA graduate credit courses.
• Previous experience working with students in an educational setting
• Strong organizational skills, time management and the ability to work independently.

**Position Type:** Academic

**Salary Level:** $15,120.50 Actual/$26,141.00 annualized (prorated at .50 FTE, 9-months/academic appointment)

**Benefits of Appointment** can be found at [https://grad.arizona.edu/funding/ga/benefits-appointment](https://grad.arizona.edu/funding/ga/benefits-appointment). We also offer $500.00 in Professional Development funding.

**Desired Start Date:** August 2016

**Duration:** 2016/2017 Academic Year

**Approximate Hours:** 20 per week

**Submit cover letter and résumé to:**
Rosie McSweeney, Assistant Dean for Student Accountability and Student Assistance
mcsweeney@email.arizona.edu
Phone: 520-626-6186
Graduate Assistant for Fraternity & Sorority Programs - Wellness

Job Title: Graduate Assistant for Fraternity & Sorority Programs - Wellness
Department: Fraternity & Sorority Programs, The Dean of Students Office
Salary range: $13,450.00 (10 month)
Hours: 20 per week, evenings & weekends
Start Date: August 1st
Closing: Open until filled, review of applications begins March 1, 2016

Primary function of this position: Provide advising, program development, and leadership in various aspects of Fraternity & Sorority Programs. This position includes some weekend and evening hours, and includes the following primary duties and responsibilities:

Programming
- Create and present workshops and oversee the Olympian Wellness Program in coordination with Fraternity & Sorority Programs Staff. The Olympian Program is wellness programming that empowers individual responsibility and advances the creation of a healthy community by embracing healthy lifestyle choices.
- Provide educational programs and workshops to individual chapters and new member classes upon request from the chapters.
- Plan, implement and evaluate health-related awareness day, week and month activities with governing council officers.
- Continue to develop a comprehensive Health and Wellness program throughout the Greek community.
- Collaborate with other campus and community organizations on health-related issues.
- Assist in planning the Hunter White Safe Spring Break program.
- Help coordinate and/or advise, develop, and implement the following programs, which may include: Presidents’ Retreat, IFC/NPHC/PHC/USFC Executive Board Retreat, Greek Standards Board training, Great Greek Weekend, Greek Awards Banquet, Rush/Recruitment and New Member Symposium.

Advising/Supervising
- Coordinate meeting times bi-weekly with Health Advocates from different chapters to discuss the progress of the program.
- Supervise Health Advocate Interns and meets weekly with Interns.
- Coordinate all operations, assessment, and facilitation of the Hunter White Health Advocacy Program.
- Assist in advising the health/risk management officers for the Greek governing councils.
- Assist in coordinating the presentations given by the Health Advocates to their own chapters.
- Serve as a liaison to assigned chapters, meeting with a chapter representative each month.

Administrative/Departmental
- Participate in weekly Fraternity & Sorority Programs Team meetings.
- Participate in weekly on-call rotation.
- Assist with general office work
- Assist with Fraternity & Sorority Programs research initiatives
- Other duties as assigned

Qualifications:
1. Bachelor's Degree
2. Admission to a University of Arizona Graduate Program

Additional Preferred Qualifications:
1. Previous experience with social Greek-letter organizations.
2. Experience working with students one on one in a mentorship capacity.
3. Experience discussing/knowledge of Health Related Issues facing college-aged students.
4. Previous experience working with or advising students/volunteers and/or student organizations.
5. Previous experience in program/conference planning and presenting leadership workshops.
6. Computer literacy (Word, Excel, PPT, Mailchimp, D2L)

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
To apply for this position please submit a cover letter, resume and the names and contact information of three references to Marcos Guzman, marcosguzman@email.arizona.edu. If you have any additional question please contact Marcos.
THINK TANK
Graduate Assistant, Academic Skills
Updated 12/9/15

Job Title: Graduate Assistant, Academic Skills
Department: Student Learning Services, THINK TANK
Reports to: Academic Skills Coordinator
Hours per Week: 20 hours per week, evenings and weekends included
Salary: $12,000 @ .50 FTE; Academic Year contract
Contract Period: Academic Year
Benefits: All graduate assistants at The University of Arizona receive in-state tuition waivers and are considered in-state students for tuition purposes. All graduate assistants are provided with health care coverage. Graduate assistants are eligible for a 10% discount off the price of select items purchased at all ASUA Bookstores, subject to Bookstore policies in effect. Benefit coverage does not include miscellaneous fees and any additional tuition assessed by academic programs and colleges.

General Duties and Responsibilities:

- Supervise Academic Skills Tutor Program with direction from the Academic Skills Coordinator
- Coordinate Academic Skills Workshops
- Provide one-on-one service for students referred by the Academic Skills Coordinator; serve as primary back-up for Academic Skills Coordinator
- Assist in the development and coordination of academic skills materials and services
- Provide outreach to UA student clubs and organizations
- Administer follow-up to students receiving academic support services
- Enter data and assist in data analysis for academic skills services
- Other duties as assigned by the Academic Skills Coordinator

Qualifications:

- Applicant must be currently admitted or enrolled in a graduate degree program within University of Arizona in Education, Special Education Rehab Program, Educational Psychology, Higher Education, School Counseling, or related field. Other degree areas may be considered as application and/or needs warrant.
- Enrolled for a minimum of 6 units of graded graduate credit per semester (audit course are not included) and maintain a 3.00 cumulative GPA for all UA Graduate credit courses.
- Ability to establish and build rapport to create a supportive relationship with students.
- Demonstrated interest in implementing and facilitating an academic success program.
- Commitment to creating an inclusive environment.
- Experience in research and data analysis.

Benefits include 100% remission of base in-state tuition for students with a .50 FTE appointment, coverage of individual student health insurance, and 10% discount at the UA Bookstores. Coverage does not include miscellaneous fees and any additional tuition assessed by academic programs and colleges.

How to Apply:

- Submit a resume detailing relevant educational, employment and/or volunteer experience.
- Attach a one-page cover letter describing your interest and qualifications for the position.
- Please include an unofficial college and current UA transcript.
• Provide two letters of recommendation completed by a previous employer, faculty member, or professional in the community (may be from outside Tucson but not a friend or family member) familiar with applicant’s academic or professional achievements.
• All materials need to be submitted Amanda Parkman at aparkman@email.arizona.edu.
THINK TANK
Graduate Assistant, Tutoring Program
Updated 12/8/15

Position Title: Graduate Assistant, Tutoring Program
Department: Student Learning Services, THINK TANK
Reports to: Tutoring Services Coordinator
Hours Per Week: 20, Primarily evenings and Sunday
Salary: $12,000 @ .50 FTE Academic Year contract
Benefits: All graduate assistants at The University of Arizona receive in-state tuition waivers and are considered in-state students for tuition purposes. All graduate assistants are provided with health care coverage. Graduate assistants are eligible for a 10% discount off the price of select items purchased at all ASUA Bookstores, subject to Bookstore policies in effect. Benefit coverage does not include miscellaneous fees and any additional tuition assessed by academic programs and colleges.

General Duties and Responsibilities:
This position is part of the academic support and service department designated as the THINK TANK. The goal of the department is to assist students in becoming independent learners by providing a range of resources that develop their skills and help them become successful academically. All staff members are expected to work toward the achievement of this goal. Appropriate training will be provided by department staff.

- Assist in coordinating, planning, and implementing tutor training.
- Assist in the supervision of the tutor program. Provide evening and weekend oversight.
- Assist in the development and delivery of course specific group reviews each week.
- Assist with marketing programs.
- Assist full-time staff with recordkeeping and other program related projects and assignments.
- Attend information/training meetings as scheduled and/or required.
- Maintain communication between tutors, Tutor Coordinator, Tutor Services Coordinator and other Think Tank staff.
- Aid in data collection and review.
- Aid in program assessment.
- Adhere to set work schedule and maintain accurate record of work hours.
- Serve as tutor for academic and/or study skill area including test preparation.
- Perform other duties as assigned.

Qualifications:
- Applicant must be currently admitted or enrolled in a graduate degree program within University of Arizona. Degree areas preferred include: mathematics, chemistry, biology, education, public administration, management, social sciences, humanities, or Higher Education. Other degree areas may be considered as application and/or needs warrant.
- Enrolled for a minimum of 6 units of graduate credit while fall and spring classes are in session (audit course are not included) and maintain a 3.00 cumulative GPA for all UA Graduate credit courses.
- Interest in implementing and facilitating an academic success program.
- Commitment to making the learning success of students the central concern of relationships with them.
- Commitment to creating an environment sensitive to student diversity.
- Ability to establish a supportive, not dependent, relationship with students.
- Evening/Sunday availability.

The preferred applicant will have experience in supervision and/or education or educational support.
How to Apply:

- Submit a resume detailing relevant educational, employment and/or volunteer experience.
- Attach a one page cover letter describing your interest and qualifications for the position.
- Provide contact information for two academic or professional references (may be from outside Tucson but not a friend or family member) familiar with applicant’s academic or professional achievements.
- All materials need to be submitted to Laura Everett at laela@email.arizona.edu

Questions can be directed to Laura Everett, Tutoring Services Coordinator, (520) 626-1923 or laela@email.arizona.edu.
THINK TANK
Graduate Assistant, Tutoring Program
Updated 12/8/15

Position Title: Graduate Assistant, Tutoring Program
Department: Student Learning Services, THINK TANK
Reports to: Tutoring Services Coordinator
Hours Per Week: 20, Primarily evenings and Sunday
Salary: $12,000 @ .50 FTE Academic Year contract
Benefits: All graduate assistants at The University of Arizona receive in-state tuition waivers and are considered in-state students for tuition purposes. All graduate assistants are provided with health care coverage. Graduate assistants are eligible for a 10% discount off the price of select items purchased at all ASUA Bookstores, subject to Bookstore policies in effect. Benefit coverage does not include miscellaneous fees and any additional tuition assessed by academic programs and colleges.

General Duties and Responsibilities:
This position is part of the academic support and service department designated as the THINK TANK. The goal of the department is to assist students in becoming independent learners by providing a range of resources that develop their skills and help them become successful academically. All staff members are expected to work toward the achievement of this goal. Appropriate training will be provided by department staff.

- Assist in coordinating, planning, and implementing tutor training.
- Assist in the supervision of the tutor program. Provide evening and weekend oversight.
- Assist in the development and delivery of course specific group reviews each week.
- Assist with marketing programs.
- Assist full-time staff with recordkeeping and other program related projects and assignments.
- Attend information/ training meetings as scheduled and/or required.
- Maintain communication between tutors, Tutor Coordinator, Tutor Services Coordinator and other Think Tank staff.
- Aid in data collection and review.
- Aid in program assessment.
- Adhere to set work schedule and maintain accurate record of work hours.
- Serve as tutor for academic and/or study skill area including test preparation.
- Perform other duties as assigned.

Qualifications:
- Applicant must be currently admitted or enrolled in a graduate degree program within University of Arizona. Degree areas preferred include: mathematics, chemistry, biology, education, public administration, management, social sciences, humanities, or Higher Education. Other degree areas may be considered as application and/or needs warrant.
- Enrolled for a minimum of 6 units of graduate credit while fall and spring classes are in session (audit course are not included) and maintain a 3.00 cumulative GPA for all UA Graduate credit courses.
- Interest in implementing and facilitating an academic success program.
- Commitment to making the learning success of students the central concern of relationships with them.
- Commitment to creating an environment sensitive to student diversity.
- Ability to establish a supportive, not dependent, relationship with students.
- Evening/Sunday availability.

The preferred applicant will have experience in supervision and/or education or educational support.
How to Apply:

- Submit a resume detailing relevant educational, employment and/or volunteer experience.
- Attach a one page cover letter describing your interest and qualifications for the position.
- Provide contact information for two academic or professional references (may be from outside Tucson but not a friend or family member) familiar with applicant’s academic or professional achievements.
- All materials need to be submitted to Laura Everett at laela@email.arizona.edu

Questions can be directed to Laura Everett, Tutoring Services Coordinator, (520) 626-1923 or laela@email.arizona.edu.
Graduate Assistant for Parent & Family Programs

About the Dean of Students Office
We empower global citizens who are ready to make a positive impact in the world. We set the standard for a dynamic campus community by creating a caring and inclusive learning environment and providing programs, services, and resources that challenge and support the students, parents, staff, and faculty of The University of Arizona.

Position Summary
The Graduate Assistant for Parent and Family Programs (PFP) assists the Coordinator and Associate Dean of Students with managing parent and family programs, the Parents & Family Association (PFA) and the Advisory Board. The Graduate Assistant will create and implement educational outreach efforts, targeting parents and family members of UA students in support of student retention. This individual will serve as a member of the Dean of Students Office team, participating in staff meetings, professional development opportunities, and regular individual meetings with the Coordinator and Associate Dean of Students. The position is an academic year contract at 20 hours a week, with supplemental compensation for summer work (New Student Orientation) May through August. Some evening and weekend commitments are required.

Duties and Responsibilities:
- Assist with the development and maintenance of the Parents & Family Association website in English and Spanish, Facebook site, other social media communications, the University of Arizona Parents & Visitors site, and online educational resources for families.
- Assist in developing Parent and Family Programs publications including monthly electronic newsletter and semesterly magazine. Prepare and implement additional electronic communications to parents and family members as necessary.
- Assist with Advisory Board Meetings as necessary.
- Assist with presentations to parent and family members at New Student Orientation (May – June), recruitment programs, and other university events.
- Manage PFA Birthday programs.
- Respond to sensitive parent inquiries via telephone and email in a professional manner.
- Assist in supporting data entry and processing for the Parents & Family Association membership program.
- Work closely with other university staff to plan and implement events during Wildcat Welcome, Family Weekend, Homecoming, and Commencement.
- Assist in facilitating and analyzing Parent Satisfaction Survey and other assessment projects.
- Other duties as assigned related to Parent & Family Programs and the functioning of the Dean of Students Office.

Minimum Qualifications:
- An earned Bachelor's degree
- Current enrollment in a University of Arizona graduate program.
- Enrolled for a minimum of 6 units of graduate credit while classes are in session (audit courses are not included (academic units may require additional enrollment)
- Maintain a 3.00 cumulative GPA for all UA graduate credit courses.
- Previous experience working with students in an educational setting.
- Excellent customer service skills.
- Strong organizational skills, time management and the ability to work independently on multiple tasks.

Preferred Qualifications:
- Previous experience interacting with parents and family members of college students.
- Experience with Drupal webpage programming, social media outreach and marketing.
- Experience with Mail Chimp.
- Fluency in speaking and writing Spanish.
**Position Title:** Graduate Assistant, PASS (Pathways to Academic Student Success) Probation Program  

**Department:** Office of Academic Success and Achievement  

**Reports to:** Coordinator, PASS Probation Program  

**Salary:** $15,000 (.50 FTE = 20 hours a week)/year  

**Benefits:** All graduate assistants at The University of Arizona receive in-state tuition waivers and are considered in-state students for tuition purposes. All graduate assistants are provided with health care coverage.  

**Program Description:**  

The PASS Program is an Academic Recovery program for students who are on academic probation for the first time. These students will meet with an undergraduate peer advisor throughout the semester as participate in a six week workshop series during the first half of the semester. The program is designed to help students in need of academic support to develop academic skills, identify appropriate campus resources, learn to communicate with campus constituents, and better understand campus culture so that they may achieve academic success and ultimately graduate from UA. A PASS GA will be expected to work as part of a leadership team including the Program Coordinator, two GAs and one undergraduate staff member to maintain the daily operations of the program, to discuss concerns regarding the program staff or students, and to be involved in the brainstorm and development of programmatic evolution.  

**Duties and Responsibilities:**  

- Supervise (including bi-weekly meetings, tracking schedules, and serving as a resource) and train Peer Advisors with direction from the PASS Program Coordinator  
- Coordinate and supervise peer advisors in facilitating in-person college success workshop series for PASS Participants  
- Help prepare for, present, and process student registration during the registration period for the program  
- Assist in evolving curriculum for 6 week college success workshop series  
- Assist peer advisors in the development and coordination of individualized student success plans  
- Administer follow-up to students receiving probationary programming  
- Plan/coordinate and attend weekly staff meetings  
- Refer students to appropriate resources on campus  
- Track student records and grades in D2L database and in hard-copy  
- Supervise and advise peer advisors with program projects such as resource modules, workshop presentations, staff meeting presentations and other programs  
- Enter data and assist in data analysis for Academic Success & Achievement  
- Other duties as assigned by the PASS Program Coordinator  

**Qualifications:**  

- Admitted to a graduate program at The University of Arizona.  
- Enrolled for at least six graduate-level credits at The University of Arizona  
- Excellent communication and organizational skills  
- Ability to foster an open and noncompetitive work environment  
- Ability to give and receive constructive criticism
Position Title: GA for Academic Initiatives  
Location: Residence Life  
Position Type: Graduate Assistantship

POSITION SUMMARY:
This is a live-in staff position reporting to the Assistant Director for Academic Initiatives. The term of employment is July 6, 2015 through May 13, 2017. The Graduate Assistant for Academic Initiatives is a member of the Residential Education team that works to help the department establish new academic initiatives and successfully market them to prospective students. The position will also conduct ongoing assessment of existing and new academic services. Position may require driving University vehicles and/or golf carts.

In addition to salary, the position provides student health insurance, reduced tuition and tuition remission, University Bookstore discount and $500 professional development allowance.

GENERAL RESPONSIBILITIES:
- Work with Assistant Director for Academic Initiatives to develop and implement strategic plans for the marketing and assessment of Living Learning Communities and other programs.
- Assist with the development of program assessments, including surveys and focus groups.
- Collect, enter, and analyze data for qualitative and quantitative assessments.
- Write executive summaries and reports highlighting findings from ongoing assessment activities.
- Create written proposals for implementing and assessing student engagement experiences.
- Communicate program highlights and successes through social media, press releases, and other marketing materials.
- Conduct ongoing research and benchmarking to further develop programmatic outcomes and establish new academic initiatives.
- Develop and review new marketing materials related to Living Learning Communities and other academic initiatives.
- Attend outreach events to market Living Learning Communities.
- Perform a variety of administrative duties including, but not limited to, individual one-on-one meetings with Assistant Director, weekly reports, and editing marketing and assessment materials.
- Attend weekly Residential Education team meetings.
- Perform related duties as assigned or required to meet Residence Life and University goals and objectives.
- Assist the Assistant Director and Associate Director in completing assigned projects as necessary.
- Demonstrate a commitment to growing and challenging one’s self in all areas of diversity and social justice, and incorporate into daily tasks and long-term project planning.

TRAINING/PRESENTATION RESPONSIBILITIES:
- Provide training for residential education staff including but not limited to RAs, Graduate Community Directors and Community Directors.
- Provide educational presentations to residents, RAs and residential education staff.
- Participate in scheduled departmental trainings and professional development opportunities.

MINIMUM QUALIFICATIONS:
- Bachelor’s Degree
- Acceptance to a University of Arizona graduate degree program. Candidates accepted into the Higher Education master program given priority. Must be enrolled in at least 6 graduate level units each semester.
- Experience working in residence life or related area.
• Demonstrated on-going commitment and ability to create inclusive communities that are socially just and sensitive to diverse populations.
• Experience working with culturally diverse populations
• Ability to participate as a positive team player.
• Skills necessary to respond to internal and external constituents needs in a timely, accurate and professional manner.
• Ability to work independently

PREFERRED KNOWLEDGE, SKILLS, & ABILITIES:
• Knowledge and understanding of diversity and an ability to work with a wide variety of people while recognizing the needs of underrepresented groups.
• Communication skills, including interpersonal communication, writing, public speaking and presenting, teaching and instruction.
• Basic knowledge of formulating and interpreting policy.
• Ability to participate in long and short range capital and strategic planning processes.
• Ability to make effective decisions.
• Ability to act as a liaison between campus administration and students.
• Knowledge of campus resources.
• Ability to set goals and strive for continuous improvement.
• Significant experience with Excel, SPSS, Stata, or other data-analyzing software.
• Experience with assessment and statistical analysis.
• Strong writing skills preferred.

MATERIALS AND EQUIPMENT DIRECTLY USED:
• Microsoft Word, Excel, and PowerPoint software
• Copy machine
• Fax machine
• Housing and student conduct database systems

WORK ENVIRONMENT/PHYSICAL ACTIVITIES:
• Clerical maintenance, filing, typing, etc.
• Communication including: facilitating meetings (group and 1:1), presenting, writing and reading forms, books and internet based communication, and analyzing human behavior.
• Mental functions, including interpreting and analyzing information, policy formulation and decision-making.

SUPPLEMENTAL REQUIREMENTS:
• Residence Life is a security sensitive department and this position requires a finger-print criminal background check
• Motor Vehicle Division check
POSITION SUMMARY:
This is a live-in graduate assistantship reporting to the Assistant Director for Academic Initiatives. The term of employment is July 1, 2015 through May 15, 2016. The Graduate Assistant for Honors Programming Initiatives serves as an official liaison between Residence Life and the Honors College, providing leadership and guidance in creating sophisticated programming for honors students, managing the occupancy of the Honors College guest apartment and programming for visiting scholars, and conducting assessment of ongoing honors initiatives. Position may require driving University vehicles and/or golf carts.

In addition to salary, the position provides student health insurance, out of state tuition waiver and tuition remission, furnished apartment, University Bookstore discount and $500 professional development allowance.

This position primarily reports to the Honors College and also maintains a strong liaison relationship with Residence Life.

DUTIES AND RESPONSIBILITIES:

GENERAL RESPONSIBILITIES:
• Oversee the creation and implementation of campus-wide Honors and Residence Life collaborative programming.
• Serve as advisor to Honors Programming Board, comprised of students living across honors halls on campus.
• Partner with Honors Hall Community Directors for Honors specific training, programming, and communication.
• Manage the day-to-day oversight of the Visiting Scholar’s apartment, including marketing to Honors College partners, scheduling, and communicating maintenance and custodial needs.
• Attend weekly Honors College Student Engagement Team meetings as a liaison to Residence Life.
• Meet weekly with Honors Hall staff
• Create an environment where all students, regardless of their social group membership, can learn and be engaged in the life of the institution.
• Demonstrate a commitment to growing and challenging one’s self in all areas of diversity and social justice.
• Support the Honors Hall staff’s in the implementation of the department’s Caring & Inclusive Learning Community programming model.
• Perform a variety of administrative duties including, but not limited to, individual one-on-one meetings with Honors staff and Community Directors, assessment of ongoing programming initiatives, apartment calendar scheduling, and meeting with and keeping supervisor informed of partnership developments.
• Partner with designated Faculty Fellows and Honors College faculty to promote academic resources and Honors initiatives.
• Attend weekly Residential Education team meetings.
• Perform related duties as assigned or required to meet Residence Life and University goals and objectives.
• Assist the Assistant Director and Associate Director in completing assigned projects as necessary.

TRAINING/PRESENTATION RESPONSIBILITIES:

Revised – November 2015
• Provide training for residential education staff including but not limited to RAs, Graduate Community Directors and Community Directors.
• Provide educational presentations to residents, RAs and residential education staff.
• Participate in scheduled departmental trainings and professional development opportunities.

MINIMUM QUALIFICATIONS:
• Bachelor’s Degree
• Acceptance to a University of Arizona graduate degree program. Candidates accepted into the Higher Education master program given priority.
• Experience working in residence life or related area.
• Knowledge and understanding of diversity and an ability to work with a wide variety of people while recognizing the needs of students with an underrepresented or oppressed identity
• Demonstrated on-going commitment and ability to create inclusive communities that are socially just and sensitive to diverse populations
• Experience working with culturally diverse populations
• Ability to participate as a team player.
• Skills necessary to respond to internal and external constituents needs in a timely, accurate and professional manner.
• Ability to work independently

PREFERRED KNOWLEDGE, SKILLS, & ABILITIES:
• Communication skills, including interpersonal communication, writing, public speaking and presenting, teaching and instruction.
• Knowledge of gifted education or experience working with Honors students.
• Basic knowledge of formulating and interpreting policy.
• Ability to participate in long and short range capital and strategic planning processes.
• Ability to make effective decisions.
• Ability to act as a liaison between campus administration and students.
• Basic knowledge of advising and motivating student groups.
• Knowledge of campus resources.
• Ability to set goals and strive for continuous improvement.

MATERIALS AND EQUIPMENT DIRECTLY USED:
• Microsoft Word, Excel, and PowerPoint software
• Copy machine
• Fax machine
• Housing database systems

WORK ENVIRONMENT/PHYSICAL ACTIVITIES:
• Movement among residence halls essential.
• Carrying materials and supplies from one place to another (up to 30 pounds).
• Clerical maintenance, filling, typing, etc.
• Communication including: facilitating meetings (group and 1:1), presenting, writing and reading forms, books and internet based communication, and analyzing human behavior.
• Mental functions, including interpreting and analyzing information, policy formulation and decision-making.

SUPPLEMENTAL REQUIREMENTS:
• Residence Life is a security sensitive department and this position requires a finger-print criminal background check
• Motor Vehicle Division check
Position Title: Graduate Assistant for Service Learning
Location: The Department of Residence Life
Position Type: Graduate Assistantship

POSITION SUMMARY:

The Graduate Assistant (GA) for Service Learning reports to the Coordinator for Social Justice Education. The individual in this position plays an integral role in Residence Life and their primary goal is to develop, maintain, and assess service learning opportunities for residential students, particularly opportunities that support Residential Education’s commitment to social justice. The GA for Service Learning will work to develop and cultivate relationships with campus and community agencies.

_The Graduate Assistant for Service Learning plays a key role in ensuring Residence Life’s continued ability to fulfill its mission of helping students build a foundation for success. To contribute to this mission, the successful candidate will direct staff and resources to foster strong, relationship-centered communities where the staff plays an integral role in student growth and academic success._

This is a 10 month, 20 hour a week contract, with regular evening and weekend commitments. In addition to salary of $13,450.50, the position provides student health insurance, out of state tuition waiver and tuition remission, University Bookstore discount and $500 professional development allowance.

Start Date is July 6, 2016, and will include 2-3 weeks of Residential Education staff training. End date is May 13, 2017.

DUTIES AND RESPONSIBILITIES:

- Work to research, benchmark, and develop a comprehensive service learning program, through the lens of social justice
- Develop specific learning outcomes and program structure for Residential Education’s new service learning program
- Develop innovative service learning experiences for students and staff
- Develop relationships with other University of Arizona departments, cultural centers, and community organizations to support service learning opportunities
- Work with the residence halls’ Faculty Fellows to develop service learning projects
- Develop an orientation for students participating in service learning projects
- Serve as a resource to Community Directors, RAs, RHA, and other students around service learning programs for the residence halls
- Attend regular meetings with the Coordinator of Social Justice Education, and Residential Education team
- Serve as an active member of the Residential Education Social Justice Committee
- Demonstrate a commitment to growing and challenging one’s self in all areas of diversity and social justice
- Participate in scheduled departmental trainings and professional development opportunities
- Perform related duties as assigned or required to meet Residence Life and University goals and objectives
- Create an environment where all students, regardless of their social group membership can learn and be engaged in the life of the institution
- Assist with residence hall opening
- Perform related duties as assigned or required to meet Residence Life and University goals and objectives

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree.
- Enrollment in a UA graduate program during 2016-2017, with a minimum of 6 graduate level units maintained each semester
• Knowledge and understanding of diversity and an ability to work with a wide variety of people while recognizing the needs of students with an underrepresented or oppressed identity
• Experience with service learning programs and/or philosophy
• Experience working with students in an educational setting
• Experience facilitating workshops and/or teaching classes
• Demonstrated on-going commitment and ability to create inclusive communities that are socially just and sensitive to diverse populations
• Experience working with culturally diverse populations
• Ability to participate as a positive team player
• Strong organizational, communication, and leadership skills.

PREFERRED QUALIFICATIONS:
• Experience working in Residence Life, and/or living in campus residential communities
• Experience with social justice programs

MATERIALS AND EQUIPMENT DIRECTLY USED:
• Microsoft Office Suite
• Standard office equipment
• Position may require driving University vehicles and/or golf carts.

SUPPLEMENTAL REQUIREMENTS:
• Residence Life is a security sensitive department and this position requires a finger-print criminal background check
• Motor Vehicle Division check

UA is looking to hire staff members who reflect our increasingly diverse student body.
Position Title: Graduate Community Director
Location: Residence Life, Various Residence Halls
Position Type: Graduate Assistantship

POSITION SUMMARY:
This is a live-in graduate assistantship reporting to a full-time Community Director or District Assistant Director. The term of employment is July 6, 2016 through May 15, 2017. The Graduate Community Director is a member of the Residential Education team providing leadership and guidance in creating a caring and inclusive learning community, enforcing residential policies and procedures, and providing crisis response and management. Position may require driving University vehicles and/or golf carts.

Graduate Community Directors receive a salary of $12,373 for the duration of the contract period. In addition to salary, the position provides student health insurance, out of state tuition waiver and tuition remission, furnished apartment, $2,000 meal plan, University Bookstore discount and $500 professional development allowance.

Community Directors play a key role in ensuring Residence Life’s continued ability to fulfill its mission of helping students build a foundation for success. To contribute to this mission, the successful candidate will direct staff and resources to foster strong, relationship-centered communities where the staff plays an integral role in student growth and academic success.

UA is looking to hire staff members who reflect our increasingly diverse student body.

The University of Arizona seeks people with diverse perspectives and experiences and is a committed Equal Opportunity/Affirmative Action organization. Women, minorities, veterans and individuals with disabilities are encouraged to apply. As an Employer of National Service, we also encourage applications from alumni of AmeriCorps, Peace Corps, and other national service programs.

About the University of Arizona
Located in the heart of Tucson, the University of Arizona is one of the top-ranked research universities in the nation. Surrounded by mountains and the high Sonoran desert, the campus boasts a distinctive southwestern look and enjoys more than 300 days of sunshine each year. Approximately 40,000 students are enrolled at the University of Arizona, coming from all 50 states and more than 100 countries. The UA offers more than 100 academic and professional degree tracks, taught by some of the nation’s preeminent scholars, and a vibrant campus atmosphere at a cost well below most other colleges and universities in the United States.

About the Department of Residence Life
Nearly 7,000 students live in 23 residence halls and one graduate apartment complex. Our residence halls range in style from historic to modern and range in size from 50 to 800 residents. While the University does not require students to live on campus, more than 70% of incoming first-year students choose to live in UA housing to help their transition to university life, and over 80% of on-campus residents are freshmen.
The Department of Residence Life plays a critical role in achieving institutional and divisional goals. We are proud of our vibrant academic partnerships, our high quality facilities, our ability to attract top tier professional staff, and the supportive environment we provide our students. UA students who live on-campus for at least one year enjoy a higher average GPA, a higher retention rate, and higher four- and six-year graduation rates than their peers that reside off-campus.

DUTIES AND RESPONSIBILITIES:

SUPERVISORY RESPONSIBILITIES:

Revised – January 2016
The University of Arizona is an EEO/AA - M/W/D/V Employer
• Supervision of Resident Assistants.
• Supervision of student Office Assistant.

**GENERAL RESPONSIBILITIES:**
• Select, train, supervise, and evaluate Resident Assistant Staff.
• Depending on assigned community, manage/oversee the daily functions of a co-educational hall or same-sex hall of 107-238 residents, or co-administer the daily functions with a Community Director of a co-educational hall of 450-719 residents.
• Create an environment where all students, regardless of their social group membership, can learn and be engaged in the life of the institution.
• Demonstrate a commitment to growing and challenging one’s self in all areas of diversity and social justice.
• Implement and evaluate the department’s Caring & Inclusive Learning Community programming model.
• Perform a variety of administrative duties including, but not limited to, reports, room assignments, check-in/out procedures, hall transfers, occupancy management, assessing hall damage charges, facilitating weekly RA staff meetings and individual one-on-one meetings, meeting with and keeping supervisor informed of hall conditions.
• Educate residents about Residence Life Policies and Procedures, University Code of Conduct, regulations, rights and responsibilities, and promote student accountability.
• Serve as a conduct hearing officer for Residential Policies and Procedures violations.
• Provide crisis intervention and serve as a resource or referral agent for staff and residents.
• Serve as the primary advisor to Hall Council, which includes attending meetings, supporting the on-going leadership development of the students and supporting program initiatives.
• Monitor physical condition of residence hall, working collaboratively with maintenance and custodial staff, hall staff and residents to report and follow up on work requests, damages and facility emergencies.
• Partner with designated Faculty Fellow and University Police liaison to enhance awareness about personal safety and academic resources.
• Manage assigned Hall Account funds, which include Programming, Staff Development and Hall Council.
• Attend weekly Residential Education team meetings.
• Meet regularly with and provide feedback to the Front Desk Manager
• Participate in a campus-wide on-call duty rotation.
• Perform related duties as assigned or required to meet Residence Life and University goals and objectives.
• Assist with residence hall opening.
• Assist the Assistant Director and Associate Director in completing assigned projects as necessary.

**TRAINING/PRESENTATION RESPONSIBILITIES:**
• Provide training for residential education staff including but not limited to RAs, Graduate Community Directors and Community Directors.
• Provide educational presentations to residents, RAs and residential education staff.
• Participate in scheduled departmental trainings and professional development opportunities.

**MINIMUM QUALIFICATIONS:**
• Bachelor’s Degree
• Acceptance to a University of Arizona graduate degree program. Candidates accepted into the Higher Education master program given priority.
• Experience working in residence life or related area.
• Demonstrated on-going commitment and ability to create inclusive communities that are socially just and sensitive to diverse populations
• Experience working with culturally diverse populations
• Ability to participate as a positive team player.
• Skills necessary to respond to internal and external constituents needs in a timely, accurate and professional manner.

PREFERRED QUALIFICATIONS:
• Knowledge and understanding of diversity and an ability to work with a wide variety of people while recognizing the needs of underrepresented groups.
• Communication skills, including interpersonal communication, writing, public speaking and presenting, teaching and instruction.
• Basic knowledge of formulating and interpreting policy.
• Ability to participate in long and short range capital and strategic planning processes.
• Ability to make effective decisions.
• Ability to act as a liaison between campus administration and students.
• Basic knowledge of advising and motivating student groups.
• Knowledge of campus resources.
• Ability to set goals and strive for continuous improvement.

MATERIALS AND EQUIPMENT DIRECTLY USED:
• Microsoft Word, Excel, and PowerPoint software
• Copy machine
• Fax machine
• Housing and student conduct database systems

WORK ENVIRONMENT/PHYSICAL ACTIVITIES:
• Movement among residence halls essential.
• Carrying materials and supplies from one place to another (up to 30 pounds).
• Clerical maintenance, filing, typing, etc.
• Communication including: facilitating meetings (group and 1:1), presenting, writing and reading forms, books and internet based communication, and analyzing human behavior.
• Mental functions, including interpreting and analyzing information, policy formulation and decision-making.

SUPPLEMENTAL REQUIREMENTS:
• Residence Life is a security sensitive department and this position requires a finger-print criminal background check
• Motor Vehicle Division check

UA is looking to hire staff members who reflect our increasingly diverse student body.
POSITION SUMMARY:

Position Title: Graduate Assistant for Leadership Development
Location: The Department of Residence Life
Position Type: Graduate Assistantship

The Graduate Assistant (GA) for Leadership Development is a live-on position reporting to the Coordinator of Leadership Development. The individual in this position plays an integral role in Residence Life and their primary goal is to support the social, developmental, and leadership based needs of residents on-campus. The GA will accomplish this through working with the administration, implementation, and assessment of campus wide programming in the halls and throughout campus through advising a campus programming board for Residence Life and also serves as the advisor for the UA Chapter of the National Residence Hall Honorary (NRHH). Additionally, this individual has the opportunity to propose and develop other leadership initiatives for the department.

This is a 10 month, 20 hour a week contract, with regular evening and weekend commitments. In addition to salary of $13,450.50, the position provides student health insurance, out of state tuition waiver and tuition remission, University Bookstore discount and $500 professional development allowance.

Start Date is July 6, 2016, and will include 2-3 weeks of Residential Education staff training. End date is May 13, 2017.

RESPONSIBILITIES:

Advising NRHH
- Serve as the advisor for the NRHH UA Chapter;
- Meet bi-weekly with the NRHH executive board advisees;
- Attend bi-weekly executive board meetings, bi-weekly general body meetings, and signature NRHH events;
- Assist NRHH with coordination of events, retreats, elections, and policy revision;
- Assist in designing on-boarding, transition training, and on-going training for the executive board;
- Assist NRHH in maintaining a ratified constitution and bylaws;
- Travel to student conferences as a co-advisor upon request of the Coordinator of Leadership Development.

Programming Oversight
- Manage a master programming calendar for the residence life team;
- Work with the Coordinator of Leadership Development to further develop and maintain the Residence Life Programming Board;
- Oversee the marketing, recruitment, and interview process for the programming board;
- Conduct monthly one on ones with the Programming Board students;
- Attend and facilitate weekly Programming Board meetings;
- Oversee planning, marketing, risk management, resources, and execution of Programming Board events;
- Assist facilitation of cross communication among other residence life and campus programming entities.

General Responsibilities
- Assist in conducting research, benchmarking, and assessment activities to evaluate effectiveness of programs and leadership opportunities for the residents;
- Attend weekly 1:1s with the Coordinator of Leadership Development;
- Maintain an office presence to productively work with colleagues and students;
- Provide reports and data for weekly, quarterly, and annual reports for responsible areas as requested by the Coordinator of Leadership Development;
- Participate in scheduled departmental meetings, trainings and professional development opportunities as directed;
- Perform related duties as assigned or required to meet Residence Life and University goals and objectives;
- Create an environment where all students, regardless of their social group membership can learn and be engaged to their fullest potential;
- Demonstrate a commitment to growing and challenging one’s self in all areas of diversity and social justice, sustainability and leadership.
MINIMUM QUALIFICATIONS:
• Bachelor’s Degree
• Acceptance and enrollment in a UA graduate program during 2016-2017, with a minimum of 6 graduate level units maintained each semester
• Must be available the entire contract period
• Experience working with students in an educational setting
• Experience working with culturally diverse populations
• Ability to participate as a positive team player
• Strong organizational, communication, and leadership skill
• Knowledge and understanding of diversity and an ability to work with a wide variety of people while recognizing the needs of students with an underrepresented or oppressed identity

PREFERRED QUALIFICATIONS:
• Experience working in Residence Life, and/or living in campus residential communities
• Experience advising student organizations
• Experience working with NRHH or RHA groups
• Ability to act as a liaison between campus administration and students

MATERIALS AND EQUIPMENT DIRECTLY USED:
• Microsoft Word, Excel, and PowerPoint software
• Copy machine
• Fax machine
• Position may require criving University vehicles and/or golf carts.

WORK ENVIRONMENT/PHYSICAL ACTIVITIES:
Movement among residence halls essential.
Carrying materials and supplies from one place to another (up to 30 pounds).
Clerical maintenance, filling, typing, etc.
Communication including: facilitating meetings (group and 1:1), presenting, writing and reading forms, books and internet based communication, and analyzing human behavior.
Mental functions, including interpreting and analyzing information, policy formulation and decision-making.

SUPPLEMENTAL REQUIREMENTS:
• Residence Life is a security sensitive department and this position requires a finger-print criminal background check
• Motor Vehicle Division check

The University of Arizona is an EEO/AA - M/W/D/V Employer

Please send any questions regarding this position to Ashley Kurtz, Coordinator of Leadership Development at ahazen@life.arizona.edu
The Transfer Student Center (TSC) would like to announce the availability of a half time (.50) Graduate Assistant position beginning fall 2016. This assistantship will provide the graduate student with the opportunity to gain Student Affairs and Enrollment Management experience by working with prospective and current transfer students from a variety of backgrounds.

- Meet with current and prospective transfer students on admission, enrollment, and retention
- Distribute weekly Transfer Student Center listserv messages
- Request report for newly admitted student each semester and create listserv rosters.
- Update listserv rosters
- Update TSC website, social media pages, and TSC calendar
- Coordinate Transfer Student Assistants
- Implement relevant programming with Transfer Student Assistants
- Guide Transfer Student Assistants (TSAs) with providing and coordinating relevant programming for transfer students, helping coordinate events.
- Offering appropriate professional development opportunities
- Create strong and meaningful connections with academic and support services on campus and invite them to speak to transfer students/and or hold office hours in the Transfer Center: (e.g. THINK TANK, CAPS/Campus Health, VETS, Res Life, Career Services, LGBTQ)
- Reconcile TSC expenditures
- Assist with Faculty Fellows
- Coordinate Tau Sigma events and activities with student chapter members
- Compile data and prepare reports on TSC numbers related to activities and visits using sign-in sheets and SMART reporting system
- Assist with implementation of TSC assessment tools
- Assist in creating and distributing marketing and promotional materials for TSC
- Other administrative tasks as assigned in support of the Transfer Student Center
The University of Arizona
SPEAKOut
Graduate Assistant Job Description
2016-17

**Position Title:** Academic Graduate Assistant, The SPEAKOut Project

**Department:** Dean of Students Office, Multi-Cultural Engagement and Inclusion

**Reports to:** AASA Program Director

**Hours:** 20 hours per week; occasional evening and weekend requirements

**Salary:** $13,120.50 based on the percent of the appointment time at an annualized rate of $26,241.00. Additional Supplemental Compensation may available for hours worked over and above the academic schedule, including summertime employment.

**Start Date:** July 1, 2016 or as soon as possible thereafter. Academic Appointment will start on July 15, 2016.

**Benefits:** Benefits include 100% remission of base in-state tuition for students with a .50 FTE appointment, coverage of individual student health insurance, and 10% discount a UA Bookstores. Coverage does not include miscellaneous fees and any additional tuition assessed by academic programs and colleges.

The graduate assistant assigned to the SPEAKOut Project will play an important role in our efforts to support student success. The graduate assistant is responsible for three keys areas: 1) supervision, implementation, and coordination of the SPEAKOut marketing and online outreach team consisting of 6 undergraduate advanced student worker positions based in each of the cultural and resource offices within the Multi-Cultural Engagement and Inclusion area of the Dean of Students Office 2.) Marketing and event planning support of joint and cross-cultural initiatives. 3.) Development, design, and implementation of online media based initiatives for Multicultural Engagement and Inclusion.

I. **Supervision, Implementation, and Coordination of the SpeakOut Team**
   1. Supervise 6-8 advanced student workers in the areas of marketing, graphic design, outreach, and media for the 6 cultural and resource offices within Multi Cultural Engagement and Inclusion.
   2. Coordinate individual and group projects intended to improve the online and media presence of the cultural and resource areas.
   3. Implement professional development training and team building activities for the SPEAKOut staff.
   4. Seek out and engage students in attending professional development opportunities.
   5. Correspond with center directors regarding progress and troubleshooting for specific marketing projects.
   6. Evaluate project effectiveness and implement changes as necessary.

II. **Marketing and Event Planning Support for Joint and Cross-Cultural Initiatives**
   1. Coordinate the marketing for 2-3 cross cultural events and programs for Multicultural Engagement and Inclusion.
   2. Facilitate in person and online learning experiences for students to become better trained in art and technology based initiatives.

III. **Coordinate Online and Media Based Initiatives**
    1. Support the development of improved and more comprehensive listservs within Multicultural Engagement and Inclusion
    2. Lead Strategic planning and coordinate developments of social media strategy for areas anc initiatives under Multicultural Engagement and Inclusion.
    3. Collaborate with center staff to implement online and in-person outreach and marketing strategies.
Additional Responsibilities

- Maintain regular, preferably daily, office hours to meet with student staff individually and in team meetings. Act as a mentor to students in the center and engage interactions that support student growth and development.
- Actively pursue opportunities to partner with other departmental, campus, community, or national organizations to develop collaborations that support professional growth and/or meet SPEAKOut goals.
- Support the maintenance, organization, and upkeep of the cultural center space.
- Attend all regular staff meetings, 1-on-1’s, & cultural center related meetings, events, trainings.
- Work with the Program Director to complete the 6 month and 12 month employee evaluation.
- Event planning and coordination.
- Designing promotional materials using the Adobe Suite as needed.
- Other duties as assigned.

Minimum Qualifications

- Bachelor’s degree and related experience with student-led programming, event coordination, or student support.
- Enrollment in a UA graduate or professional degree program and eligibility to receive a 20 hour per week graduate assistantship.
- Knowledge and expertise with social media and Adobe design software.
- Knowledge of online engagement strategies for college students.
- Excellent written and verbal communication skills.
- Experience collaborating with and/or supervising college students.
- Adaptable and able to work independently. Strong critical thinking and time management skills.
- Excellent organization and ability to manage administrative and budgetary responsibilities.
- Knowledge of social justice terminology and frameworks with an understanding of social justice applications to social and cultural program develop.

Additional Preferred Qualifications

- Enrollment in a higher education degree program or other education related degree program.
- Professional or undergraduate experience in art, design, or marketing.
- Knowledge of student development theory, especially related to racial/sexual/gender identity development.
- Previous experience coordinating student-led programming targeting underrepresented college students.
- Strong graphic design background.
- Experience with videography and/or photography.
- Knowledge of departments and programs at UA.

To apply, please send a 2 page resume and a cover letter to Matic Moore at moorem@email.arizona.edu
APASA Graduate Assistant

APASA’s mission is to:

- Promote student success for the diverse East Asian, Southeast Asian, Pacific Islander, and Desi or South Asian American communities on campus
- Increase awareness of the experiences and issues facing the diverse communities represented within APASA
- Provide academic, educational, and cultural programs and resources to engage students to become active citizens in our ever-increasing global society
- Support individual students in realizing their academic, personal, and professional goals

Position Summary

The Graduate Assistant for APASA assists the Program Director on advocacy and inclusive programming focused on Asian American and Pacific Islander students, staff, faculty, and alumni. The Graduate Assistant will help cultivate leaders and community through advising our APASA student Board of Directors, managing our APASA Club/Greek Councils, leading the EDGE freshmen retention learning community, and coordinating the APASA and Career Services’ Internship Preparation Program (IPP).

Duties and Responsibilities:

- Co-adviser the APASA Student Board of Directors, APASA Councils, EDGE, and IPP programs.
- Plan, coordinate, and implement APASA programs/events and their evaluation
- Assist with developing partnerships with campus departments in an effort to create a campus culture that is inclusive of all identities.
- Assist in fund development including grant research, writing, and reporting.
- Assist with the coordination, design, and implementation of APASA outreach and educational efforts as needed.
- Represent APASA at outreach events as needed.
- Assist with administrative tasks, such as program publicity, listserv management, data base updates, and web page updates, as needed.
- Assist with the development of educational materials (i.e., brochures, podcasts, videos) regarding APA inclusion.
- Attend monthly GA trainings/meetings
- Coordinate marketing of all APASA and related events through different media including Facebook, Twitter, Instagram, email, flyers, and text messages
- Other duties as assigned related to issues of APASA, and the functioning of the Dean of Students Office.

Minimum Qualifications:

- An earned Bachelor’s degree
- Enrollment in a University of Arizona graduate program.
- Previous experience working with students in an educational setting.
- Previous experience facilitating workshops and/or teaching classes.
- Demonstrated knowledge of the major trends and issues faced by APA college students.
- Strong organizational skills, time management and the ability to work independently.

Preferred Qualifications:
- Previous experience with APA higher education students.
- Previous experience in curriculum development.
- Previous experience training college or university staff or faculty
- Previous Experience in higher education program/event planning.

Benefits (full details for GA Benefits can be found in the GA Manual through the Graduate College):
- Tuition Remission (amount dependent on FTE and enrollment)
- Individual Student Health Insurance
- Professional Development Funds
- Bookstore Discount (on select items)
- Family and Medical Leave
- GA Parental Leave
- Deferment Plan

For additional information:
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danthaix@email.arizona.edu
APASA
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P.O. Box 210040
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(520) 621-3481

THE UNIVERSITY OF ARIZONA
Dean of Students Office