

**Northern Arizona University
JOB ANNOUNCEMENT**

**POSITION: Graduate Assistant – 2 openings
NATIVE AMERICAN STUDENT SERVICES**

1. Coordinates the NASS scholarship and educational opportunities resource library. Provides technical assistance to students with federal, state and tribal financial aid programs, private scholarship searches, and other educational opportunities.
2. Provides basic guidance to first and second year Native American freshmen and transfer students in the following areas: academic, personal, financial aid, career and cultural.
3. Assists with the Peer Mentoring program, by providing oversight, supervision assistance, training, program development, staff evaluation and program assessment.
4. Maintains student records, conducts a comprehensive needs assessment, develops an academic and personal plan of action for each student, monitors student's academic progress and provides personal guidance and refers when appropriate to other resources as needed.
5. Assists in recruitment initiatives and serves as a NASS representative for Discover NAU days.
6. Assists with special events and activities in accordance with department goals and objectives. Assists in evaluating special programs and program effectiveness.
7. Prepares periodic reports on program activities, student progress and/or other special reports for management.
8. Serves as a department representative and works in collaboration with on and off-campus departments, community agencies, tribes, and post-secondary institutions.
9. Conducts and facilitates workshops/presentations/tours and meetings; coordinates logistics, scheduling and participant communication.
10. Assists in managing social media announcements to the campus community through the NASS Facebook
11. Some evening and weekend work included. May occasionally serve as front desk receptionist.
12. Conducts other related duties as assigned by Director.

Qualifications:

1. Must be currently enrolled on a full-time basis (9 hours) in a graduate or doctoral degree program (no certificate or prep program applicants) with NAU. Preferred areas include: Education, Human Relations, Counseling, Student Services, and any other relevant area
2. Must be attending classes on the Flagstaff Campus as the position worksite is on the Flagstaff campus.
3. Have and maintain a minimum 3.0 cumulative GPA
4. Experience working with and knowledge of Native American/Alaskan Native/Native Hawaiian populations
5. Demonstrated experience in program planning, implementation and evaluation
6. Experience with financial aid and scholarships helpful
7. Proficient in using email, MS Word, MS Excel, MS Access, PowerPoint, and Social Media experience helpful
8. Ability to prioritize and complete multi-task assignments
9. Must be culturally sensitive and respectful of cultural differences and world views
10. Must be a self-starter; independent and possess excellent verbal and written communication skills
11. Must be reliable and available in a minimum of three-hour blocks during employment term
12. Must be willing to work occasional evening and weekends
13. Must be willing and able to work with a wide variety of people and situations

Contract Period, Hours and Salary: Employment will begin August 19, 2013 –May 9, 2014. The position is 20 hours per week at \$10,000/AY, includes graduate health insurance and 100% tuition waiver. Continued employment is dependent on satisfactory job performance. If selected, there is a 3-month probation period. Note: Contact the NAU Financial Aid department to determine if there will be any impacts to your financial aid package, should you be selected for the position.

Closing Date: August 5, 2013 by 4:30 p.m. (MST)

General Information

Northern Arizona University requires satisfactory results for the following: a criminal background investigation, an employment history verification and a degree verification (in some cases) prior to employment. You will also be required to complete a fingerprint background check.

For More Information and How to Apply:

Submit cover letter, current resume and two professional references (name and phone numbers) to:

Catherine Talakte, Director
Native American Student Services
Native American Cultural Center, Room 100
PO Box 5653
Flagstaff, AZ 86011-5653
(928) 523-8086
Fax (928) 523-8855, Website: <http://www.nau.edu/nass>