

GRADUATE ASSISTANTSHIPS IN ADMINISTRATIVE DEPARTMENTS AT NORTHERN ARIZONA UNIVERSITY

Many administrative units at NAU hire graduate assistants in a variety of roles. This listing includes information that was available in spring 2007 concerning graduate assistantships offered by administrative units other than academic departments. For additional information, contact the hiring department at the number listed in the description.

All NAU addresses are P.O. BOX -----, Northern Arizona University, Flagstaff, AZ 86011
(Area code is 928)

GATEWAY CENTER

P. O. Box 4097

Phone 928-523-4772

Fax 928-523-1117

web site: www.nau.edu/gateway

Contact person: Mikhael Star

Assistantship duties: Provide individual career and academic counseling. Conduct workshops and presentations on career related topics. Assist with program projects.

Special skills or background: Prefer counseling background, experience with diversity/multiculturalism, knowledge of job hunting skills and career development. This graduate assistantship requires heavy student contact and some public speaking to student organizations and academic classes. .

Approximate stipend: \$9,825 per academic year (20 hours per week), out-of-state portion of tuition waived.

Number of assistants usually hired each year: 4

Application deadline: Submit cover letter, resume, and references to contact by March 23, 2007 for Fall 2007 start.

HOTEL AND RESTAURANT MANAGEMENT (HRM)

P. O. Box 5638

523-9587

Contact person: Advising Office (c/o Kim Knowles)

Assistantship duties: Work as an assistant to the coordinator of advisement in HRM. Maintain student and department files. Advise new students, assist with on-site registration, work on special projects and reports. Monitor students' grades and evaluate transfer students' transcripts. May assist with summer academic advisement portion of Previews sessions, depending on availability and need. Represent HRM during On-Campus Information Days and other recruitment activities. Position will require occasional weekend work.

Special Skills or Background: Outgoing, people-oriented individual. Detail oriented self-starter who can conceptualize new ideas and implement improvements. Ability to

work with a wide range of people from varying backgrounds. Good communication skills are critical.

Approximate stipend: \$9,000., August-May (32 weeks at 20 hours per week).

Additional stipend for summer Previews.

Additional information: Must be available to work for a full academic year. Availability during summers preferred. Send resume and letter of application to: Kim Knowles, HRM,

NAU Box 5638. **INSTITUTE FOR HUMAN DEVELOPMENT- ARIZONA**

UNIVERSITY CENTER ON DISABILITIES

P. O. Box 5630

523-4791, 523-9127 (fax), 523-1695 (TDD), <http://www.nau.edu/~ihd>

Contact person: Tom Uno

Assistantship duties: Assist IHD/AUCD faculty/staff in its goals to complement and affect positive changes in the Arizona service system for individuals with disabilities and their families.

Special skills or background: Excellent skills in written and verbal communication. Knowledge or background in the area of study of the assistantship. Computer skills, including word processing and data management. Research skills, including literature reviews and statistical analysis.

Approximate stipend: \$8,200 master's level; and \$9,100 doctoral level; for 20 hours per academic year.

Number of assistantships usually hired each year: 1-2 depending on availability of funds.

Application deadline: Most recruiting is done in February through March for the following fall semester. Other positions are open throughout the year, as they become available.

Additional information: IHD/AUCD is comprised of many federal and state funded grant and contract projects related to people with disabilities. The goal of its projects is to increase and improve services to persons with disabilities. Students in human and health services and educational disciplines participate in interdisciplinary training at IHD/AUCD in various capacities and settings. Areas of emphasis include early childhood development, multicultural diversity, people with challenging behaviors, individual and family supports, assistive technology, medical/allied health, Native American rehabilitation, and interdisciplinary service and assessment models.

Learning Assistance Center (LAC) – SI Program

The Learning Assistance Centers are looking for a Graduate Assistant to work 20 hours per week to provide support for the Supplemental Instruction (SI) program. SI is an effective program for assisting students to be more academically successful. Trained SI Leaders attend a designated class and then hold weekly study sessions where students can get help with the course content and with improving their study and review skills. The SI Program has more than 50 SI leaders in five departments across the NAU campus and is one of NAU's most successful retention programs.

The position will provide a variety of administrative and supervisory experience: assisting with hiring, training, and supervision of SI Leaders, interaction with staff and faculty, and assisting with program assessment. The salary for the academic year is \$9900.00 (or \$4950/semester) and includes waivers for out-of-state tuition and 75% of in-state tuition.

Application is available online at: www4.nau.edu/lac under the “jobs” button. We intend to interview and hire before the end of the semester. Contact Kathy McKeiver at 523-9190 or Craig Stern at 523-6977 for further information.

Class-Linked Academic Support (CLAS) – SI Program

The Class-Linked Academic Support program is looking for a Graduate Assistant to work 20 hours per week to provide support for the Supplemental Instruction (SI) program. SI is an effective program for assisting students to be more academically successful. Trained SI Leaders attend a designated class and then hold weekly study sessions where students can get help with the course content and with improving their study and review skills. The SI Program has more than 50 SI leaders in five departments across the NAU campus and is one NAU’s most successful retention programs.

The position will provide a variety of administrative and supervisory experience: assisting with hiring, training, and supervision of SI Leaders, interaction with staff and faculty, and assisting with program assessment. The salary for the academic year is \$9900.00 (or \$4950/semester) and includes waivers for out-of-state tuition and 75% of in-state tuition. We will consider half-time (10 hrs./week; \$4950/yr. or \$2475/semester) positions for those having other GA commitments.

Application is available online at: www4.nau.edu/lac under the “jobs” button. We intend to interview and hire before the end of the semester. Contact Kathy McKeiver at 523-9190 or Craig Stern at 523-6977 for further information.

MODERN LANGUAGES

P. O. Box 6004

523-2361 or 523-9338

Contact person: Cecilia Ojeda

Assistantship duties: Teach two lower division languages course per term, most often in Spanish.

Special skills or background: Native or near-native fluency in target language, teaching experience, and/or training in language-teaching pedagogy.

Approximate stipend: \$11,299. per academic year; out-of-state portion of tuition waived.

Number of assistants usually hired each year: 6-9

Application deadline: Open until filled

Additional information: Applicants should provide a letter of interest including qualifications and curriculum vitae to the department.

NATIVE AMERICAN STUDENT SERVICES (NASS)

P. O. Box 5653

523- 8086

Contact person: Catherine R. Talakte

Assistantship duties: Provides direct student counseling: Academic advising, financial aid guidance, and personal counseling. Assist in participant recruitment, development and coordination of academic year and summer activities and materials (i.e. brochures, flyers, letters, telephone calls, etc.)

Special skills or background: Counseling skills, demonstrated experience in program planning, implementation and evaluation. Experience working with and knowledge of Native American populations. Possess excellent communication skills, written and verbal.

Approximate stipend: \$10,325 ; out-of-state portion of tuition waived.

Number of assistants usually hired each year: 1 (depending upon funding)

Application deadline: Contact NASS Office

Additional information: Native American preferred

GRADUATE ASSISTANTSHIPS FOR 2008-2009

Northern Arizona University (NAU) offers an exciting opportunity for those seeking a comprehensive and valuable experience in housing and student affairs. NAU in Flagstaff, AZ sits at 7,000 feet elevation at the base of the majestic San Francisco Peaks, and enjoys a four-season climate with nearly 300 days of sunshine a year. With its solid reputation as a university with all the features of a large institution but with a personal touch, NAU carefully balances teaching, scholarship and service with a faculty and staff dedicated to each student's success. The Office of Residence Life houses over 6,500 students in 19 residence halls, luxury apartment complexes and family housing communities, including Freshman Connections, many Learning Communities, international student housing, and Greek Organization housing. All residence halls are smoke-free.

The Office of Residence Life at NAU has the following Graduate Assistantship positions coming available for 2008-2009:

GRADUATE ASSISTANT RESIDENCE HALL DIRECTOR

Responsibilities: Manage overall operations and administration of a residence hall. Developing an inclusive community environment, training/supervising staff, advising Hall Council, programming, serve as judicial officer for Residence Life and Student Life, and managing administrative/facilities issues. GARHDs also expand their experience through departmental and campus-wide opportunities.

Requirements: Bachelor's degree; NAU graduate program enrollment; residence hall experience and multicultural sensitivity skills are strongly preferred. **Remuneration:** \$10,013 annual salary for 9 ½ month contract (summer employment upon availability), full compensation for student insurance plan, furnished apartment, meal plan, laundry allowance, and out-of-state portion of tuition waived with department contributing \$600 each semester toward in-state tuition.

GRADUATE ASSISTANT FOR ACADEMIC OUTREACH

Responsibilities: Training/supervising student staff, implementing academic support and study skills programming, observing and supervising in-hall tutorial services, and one-on-one and group assistance to students in the area of academic support.

Requirements: Bachelor's degree; NAU graduate program enrollment; student outreach, academic programming, and multicultural sensitivity skills are strongly preferred.

Remuneration: \$9,489 salary for 9 ½ month contract (summer employment upon availability), full compensation for student insurance plan, furnished apartment, meal plan, laundry allowance, and out-of-state portion of tuition waived with department contributing \$600 each semester toward in-state tuition.

GRADUATE ASSISTANT FOR LEARNING COMMUNITIES

Responsibilities: Assist the Coordinator of Learning Communities with the administration of various aspects of the learning communities program including managing the student database, providing ongoing communication with students and families, meeting regularly with Community Mentors working with the various learning communities to plan programs and oversee the community dynamics, and create a newsletter for community members. *Requirements:* Bachelor's degree, NAU graduate program enrollment, basic understanding of student development, first year student transitional issues, experience with computer software including Access, Excel or similar programs and multicultural sensitivity skills are strongly preferred. *Remuneration:* \$9,489 salary for 9 ½ month contract (summer employment upon availability), full compensation for student insurance plan, furnished apartment, meal plan, laundry allowance, and out-of-state portion of tuition waived with department contributing \$600 each semester toward in-state tuition.

GRADUATE ASSISTANT RESIDENCE HALL DIRECTOR FOR GREEK LIFE

Responsibilities: Assist in the management of a Greek Life residence hall that houses seven sororities and eight fraternities, training/supervising staff, group advising, evaluating/responding to student behavior, and managing administrative/facilities issues.

Requirements: Bachelor's degree; NAU graduate program enrollment; residence hall/Greek Life experience and multicultural sensitivity skills are strongly preferred.

Remuneration: \$10,013 salary for 9 ½ month contract (summer employment upon availability), full compensation for student insurance plan, furnished apartment, meal plan, laundry allowance, and out-of-state portion of tuition waived with department contributing \$600 each semester toward in-state tuition.

GRADUATE ASSISTANT FOR GREEK LIFE

Responsibilities: Assist in the coordination of educational and scholastic programs, and in the overall administration of the Greek Life program for twelve fraternities and seven sororities.

Requirements: Bachelor's degree; NAU graduate program enrollment; membership in a Greek organization and experience working with Greek educational programs preferred.
Remuneration: \$9,489 salary for 9 ½ month contract (summer employment upon availability), full compensation for student insurance plan, furnished apartment, meal plan, laundry allowance, and out-of-state portion of tuition waived with department contributing \$600 each semester toward in-state tuition.

GRADUATE ASSISTANT FOR STAFF & COMMUNITY DEVELOPMENT

Responsibilities: Assist the Coordinator of Staff & Community Development with the administration of various aspects of community building and training for the entire residence hall and family housing system; coordinate campus-wide passive, thematic, and educational events and activities; assist with staff training and student leadership opportunities; and coordinate staff recognition and program resources.

Requirements: Bachelor's degree; NAU graduate program enrollment; programming/staff training experience and multicultural sensitivity skills are strongly preferred.

Remuneration: \$9,489 salary for 9 ½ month contract (summer employment upon availability), full compensation for student insurance plan, furnished apartment, meal plan, laundry allowance, and out-of-state portion of tuition waived with department contributing \$600 each semester toward in-state tuition.

We encourage you to review our informative web site at <http://home.nau.edu/reslife> to help you gain a more complete picture of what our department, Northern Arizona University, and Flagstaff have to offer. Information on the website will be updated soon.

Graduate Assistant Selection Timeline

Receiving Application Materials Ongoing	
First Round Interviews (OPE & Phone)	February 28 – March 14
Second Round Phone Interviews	March 14 – April 14
Graduate Assistant Offers Made	April 15 and following

Note: *Candidates must be admitted to NAU and their program of study before an assistantship offer can be made. Employment is contingent on completion of criminal background check, employment history investigation, and fingerprint check.*

STATEWIDE CAMPUS – DISTANCE LEARNING SERVICES

P.O. Box 4117
523-0250

Contact person: Lacy Holt

Assistantship duties: Provides guidance to distance students pertaining to admissions, enrollment, progression and completion of multiple online degree programs. Identifies transferable credits for distance degrees. Advises distance students on graduation documentation, checks graduation applications for accuracy before forwarding them to the applicable department for signature and monitors student progress toward graduation. Assists with incoming phone calls to the Service Center on an as need basis.

Special skills or background: Experience using Microsoft Office. Excellent communication skills. Familiarity with FERPA. Ability to work effectively as a team member. Detail orientated.

Approximate Stipend: \$8440. based on 190 days for the full year. Position renewable.

Number of assistants usually hired each year: 1

Application deadline: Open. Submit cover letter, resume, and list of three references.

DISTANCE LEARNING SERVICE CENTER—FLAGSTAFF MOUNTAIN CAMPUS

PO Box 4117

523-4212

ACADEMIC ADVISING

Contact Person: Elizabeth Morrison (Elizabeth.P.Morrison@nau.edu, 523-6592)

Assistantship Duties: Academic advising. Provides guidance to distance students pertaining to admissions, enrollment, progression, and completion of multiple online degree programs. Identifies transferable credits for distance degrees. Advises distance students on graduation documentation, checks graduation applications for accuracy before forwarding them to the applicable department for signature, and monitors student progress toward graduation. Assists with incoming phone calls to the Distance Learning Service Center on an as needed basis.

Special skills or background: Experience using Microsoft Office. Excellent communication skills. Familiarity with FERPA. Ability to work effectively as a team member. Detail oriented.

Approximate stipend: \$11,284 based on 190 days for the full year. The graduate assistant benefit package includes:

Waiver of non resident tuition

Student health insurance

Instate tuition remission of \$1241 per semester, based on 20 hours per week.

Position renewable. Position start date is July 1st. However, consideration may be given to applicants who wish to start the position at the beginning of Fall term. Work is available on an hourly, non-benefited basis prior to the assistantship start date.

Number of assistants usually hired each year: 2

Application deadline: Open. Candidate must be hired prior to beginning of academic year to receive benefits package. Submit cover letter, résumé, and list of three references.

STUDENT AND FACULTY SUPPORT

Contact Person: Rebecca Garrett (Rebecca.Garrett@nau.edu, 523-6866)

Assistantship Duties: Daily coordination of workflow and student and student and faculty services. Assist in the supervision of student workers. Provide initial orientation to all newly hired student employees. Assist with development of student employee

orientation and training documentation. Assist co-workers in developing and evaluating new services, policies, and procedures that are frequently web-based and always user-centered. Oversee daily function of distribution of video conference class materials to Mountain campus and Statewide classrooms. Recommend improvements to procedures as necessary. Task oversight of special projects from other departments. Liaison with advising on daily procedures such as advising appointments, ensuring consistent support of administrative functions. Assist with all basic enrollment including drops and adds within the enrollment period, manage communication for enrollment periods with student workers. Assist with determination of petition requirements for students. Ensure timely completion of Service Center regularly scheduled tasks. Oversee the uploading of credentials and other class and faculty related materials. Coordination of other tasks as needed.

Special skills or background: Experience using Microsoft Office. Excellent communication skills. Familiarity with FERPA. Ability to work effectively as a team member. Detail oriented.

Approximate stipend: \$11,284 based on 190 days for the full year. The graduate assistant benefit package includes:

Waiver of non resident tuition

Student health insurance

Instate tuition remission of \$1241 per semester, based on 20 hours per week.

Position renewable. Position start date is July 1st. However, consideration may be given to applicants who wish to start the position at the beginning of Fall term. Work is available on an hourly, non-benefited basis prior to the assistantship start date.

Number of assistants usually hired each year: 1

Application deadline: Open. Candidate must be hired prior to beginning of academic year to receive benefits package. Submit cover letter, résumé, and list of three references.