Graduate Assistantships
Counseling Student Affairs Master’s Degree

Fall 2016 – spring 2017
[most GA positions are available for a two year appointment]

The application is available to fall 2016 applicants to the NAU Counseling Student Affairs Master’s Degree program through February 15, 2016 at:


The Survey ID number is 88K19725
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Northern Arizona University Athletics

Student Athlete Development Graduate Assistant Position
Northern Arizona University Athletics is seeking a qualified candidate to fill a Graduate Assistant position within the Office of Student Athlete Development in Athletics. The position will report to the Associate Athletic Director of Student Athlete Development and assist in all aspects of the academic support program.

QUALIFICATIONS: Student must have a Bachelor’s degree and credentials to be accepted into a graduate program at Northern Arizona University. Special consideration will be given to those who are former student-athletes, want to enter the Intercollegiate Athletic industry, and/or specifically student-athlete development services. Previous experience tutoring or mentoring NCAA Division I student-athletes highly preferred. Must be able to work evenings and some weekends.

KNOWLEDGE AND SKILLS:
▪ Excellent written and oral communication skills, including organizational skills, interpersonal skills
▪ Ability to establish and maintain effective student, staff, and faculty relationships
▪ Demonstrated commitment to multiculturalism and working with a diverse population
▪ Awareness of learning strategies and improvement techniques
▪ Possess strong organizational and computer skills

GENERAL RESPONSIBILITIES:
Become a core team member of the academics program for student-athletes at Northern Arizona University. This includes, but will not be limited to: assisting with the coordination of study hall and study hall supervision, mentoring, assisting with tutor program, implementation of the student-athlete development program, institutional excuses and academic progress reports. Commit to following all rules and regulations required by NAU Department of Athletics, Arizona Board of Regents, the NCAA and the Big Sky Conference.

TERMS OF EMPLOYMENT:
Employment is contingent upon admission to the Graduate College as a degree seeking graduate student. As a condition for renewal, the Graduate Assistant must remain in good academic standing with Graduate Program. Begins Fall 2016 through Spring 2017 (with option of renewal, contingent on Master’s Program requirements).

Compensation will include: Stipend of $9,000 for 10 months, tuition waiver for each semester, and course related textbooks.
Graduate students may purchase the university student health care plan, which is not provided by athletics

Equal Employment Opportunity
Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply.
Campus Health Services
Collegiate Recovery Program
Graduate Assistantship

Campus Health Services (CHS) is offering a 20-hour per week graduate assistantship (GA) position for the 2015-2016 academic year. This is an integrated position that will be co-managed by Counseling Services and Health Promotion. The GA will be responsible for developing, implementing, and assessing NAU’s first collegiate recovery program (CRP).

Job Description:

- Conduct a comprehensive needs assessment to establish interest in the CRP. This will involve surveys, talking with students and stakeholder interviews.
- Develop and foster working relationships with various on-campus and off-campus resources and organizations.
- Plan, implement, and evaluate substance free events and programs tailored for students in recovery.
- Identify and recruit student participants for the CRP and provide them with resources and training.
- Co-facilitate psychoeducational substance related classes as part of the BASICS diversion program.
- Assist with implementation of a therapeutic substance use disorders group.
- Other duties as assigned.

Preferred Skills:

The ideal candidate will be an innovative thinker and self-starter who possesses excellent communication, planning and organizational skills. The successful candidate will also be effective at managing multiple and varied tasks. An interest in, or experience working with, substance use disorders treatment and/or substance use prevention, including an ability to connect and work with the recovery population, is preferred.

Benefits:

- 100% tuition waiver
- A waiver of the student health insurance premium
- Stipend of $10,700 for 20 hours/week through the academic year
First Scholars Graduate Assistantship

The First Scholars Program is dedicated to dramatically increase the graduation rate of first-generation college students through an innovative combination of a business mindset and research-based college success strategies. This approach is designed to have an impact on increasing the graduation rate of first-gen students and to empower them to build lives of self-awareness, personal success, and significance in their communities.

First Scholars is a national program recruiting students to Northern Arizona University who are first generation (neither parent holds a post-secondary degree), income eligible, entitled to in-state tuition, and first time freshmen. To find out more about the First Scholars Program please access the websites at: http://nau.edu/First-Scholars/ and/or http://firstscholars.org/.

Status:
Graduate assistants work 20 hours per week during the 2016-2017 academic year (August 29, 2016 through May 11, 2017) and will be responsible for attending training August 15-26, 2016.

- This Graduate Assistantship requires some evening and weekend time commitments
- Highest consideration will be given to applicants who can commit to a full academic year

Duties and Responsibilities:
Graduate Assistants will assist the Coordinator with the daily functions of the First Scholars Program that could include but are not limited to:

- Meeting with scholars to assist them with questions related to the program or scholarship as well as personal or academic concerns and being accessible to students during office hours
- Serving as a mentor to the scholars
- Creating a family environment among the scholars in the program by helping to facilitate meaningful interactions through social events, workshops, social services, and retreats
- Connecting scholars to new resources such as academic support services, financial aid information, involvement or professional development opportunities that will aid them in accomplishing their major goals
- Assisting in the maintenance of social media communication such as Facebook, Twitter, institutional website and other forms of communication outlets

- Assisting in the development and coordination of scholar activities including kick off retreats, social activities, and other opportunities for involvement
- Assisting in the planning and coordination of service opportunities for scholars
• Serving as an ambassador building an awareness of the program and first-generation issues on campus
• Assist with teaching NAU 100
• Assisting with institutional database management
• Opportunity to put classroom theory into practice
• Provide educational activities for first-generation students, including the First-Generation Workshop Series.

Qualifications:
• Bachelor’s degree and enrollment in a graduate program, preferably Student Affairs or related program
• Demonstrated strong interpersonal, public relations, and oral communication skills
• Computer competency including Microsoft Office Suite and database experience
• Verifiable experience working with underserved student populations
• Experience planning and implementing events/workshops
• Priority will be given to individuals who can work for a full academic year

Remuneration:
• 100% tuition waiver, GAs are expected to pay all other applicable fees
• Student health insurance subsidy
• $10,000 stipend for the academic year
The Graduate Assistant Residence Hall Director (GARHD) role is a 9 ½-month, part-time position that reports directly to a Full-Time Professional Residence Hall Director.

**KNOWLEDGE AND SKILLS**

- Effective oral and written communication skills; ability to communicate effectively with individuals from a variety of culturally diverse backgrounds
- Knowledge of administrative practices; organizational skills
- Ability to work independently and meet multiple task deadlines
- Ability to establish and maintain effective student and staff relationships
- Understanding of and commitment to a multicultural/diverse campus community
- Awareness of and commitment to the mission of Housing and Residence Life and Northern Arizona University

**QUALIFICATIONS**

Bachelor's degree, residence hall experience, and acceptance into an NAU graduate program, preferably the Counseling with an emphasis in Student Affairs program.

**GENERAL RESPONSIBILITIES**

The GARHD is a live-in position responsible for assistance with the administration and operation of a residential community. GARHDs are expected to enhance the living environment of the residence hall through staff and student development, resident outreach, community building, attention to facilities, and administrative organization including staff supervision. GARHDs manage small residence halls or assist with managing large halls.

**SPECIFIC RESPONSIBILITIES**

*Staff Supervision and Development:*

- Hire, train, supervise and evaluate Resident Assistants and front desk staff.
- Attend and assist in facilitating departmental Resident Assistant training. Plan and implement in-hall staff training sessions.
- Work with staff members individually to encourage growth and development.
- Organize and facilitate staff development activities to promote a strong sense of team and support, and to respond to staff concerns.
- Guide RAs in the implementation of the departmental community building model and resident outreach at the hall level.
- Develop skills of Resident Assistants in peer helping and referral techniques.
- Provide staff members with ongoing positive and constructive feedback. Handle individual staff concerns as they arise.
• Facilitate weekly staff meeting.

**Student and Community Development:**

• In some cases, provide programmatic and administrative support to Residential Learning Communities (RLCs) located in the hall.
• Interact with students from a wide variety of age groups and social backgrounds, providing them with personal and administrative support necessary in developing an inclusive community environment.
• Possess a strong understanding and commitment to the development of students.
• Advise the elected hall association officers and student staff to coordinate an effective hall organization and attend hall association meetings.
• Become acquainted with students living in the hall and provide personal and administrative support necessary in developing an inclusive community environment.
• Work with students to develop and maintain an atmosphere conducive to study and community living, and encourage students to take responsibility for developing a community atmosphere.
• Implement departmental Model of Development and Learning based on the theory of Self Authorship. The areas of the Model of Development and Learning include Self, Relationships & Community, Success Skills, and Integration.
• Counsel, advise, and provide appropriate referrals for residents in need of professional services.
• Handle emergency or crisis situations appropriately as they arise.
• Apply conflict resolution skills and counseling techniques when responding to student crisis situations.
• Be familiar with and enforce the rules and regulations of the University and Housing and Residence Life.
• Direct hall-level student conduct efforts and serve as a University judicial hearing officer for Housing and Residence Life and the Office of Student Life. Address inappropriate behavior of students and in following due process, determine fair and appropriate sanctions. Make conduct and counseling referrals as appropriate.
• Initiate change and develop and implement new ideas and concepts to improve the quality of life within the residence hall.

**Administration:**

• Communicate regularly with Full Time Residence Hall Director and Assistant Director, providing accurate and detailed information, and keep supervisor informed of events in the hall on a timely basis.
• Maintain office hours as determined by area needs.
• Open and close a residence hall at the beginning and end of each semester. Submit summary closing report at the end of each academic year.
• Facilitate residence hall operations including student room assignments, in-hall and between-hall transfers, consolidation, paid vacancy sales, and assistance with annual reapplication process.
• Provide, coordinate, and supervise desk coverage. Monitor and/or administer student employee scheduling and payroll preparation.
• Review and authorize expenditures to keep the residence hall in operating order, ensuring that
budgetary guidelines are followed. Budgets include staff development, community building, hall association, office supply/duplicating, and payroll.

- Attend Hall Leadership Meetings held on a regularly scheduled basis.
- Serve as a liaison to maintenance and custodial staff. Report, track, and follow up on facilities issues in the hall. Advocate for facilities improvements to enhance student development and academic success within a residential setting.
- Tour and inspect facilities to ensure building security and safety; recommend modifications in policy and procedure to upgrade safety and security of facilities.
- Provide and share on-call coverage for campus, including weekend and holiday coverage.

**TERMS OF EMPLOYMENT:**

1. **Enrollment:** Employment is contingent upon admission to the Graduate College and acceptance into a graduate program at NAU. As a condition for retention in the role, the Graduate Assistant must remain in good academic standing, which includes the following: 1) maintaining a minimum semester and cumulative GPA of 3.00, 2) no grades of C or below, and 3) completion, each semester, of a minimum/maximum of nine (9) credit hours in Fall or Spring semesters which apply towards graduation.

2. **Period of employment:** Employment begins approximately mid-July and runs through the end of the spring semester of the same academic year. All Graduate Assistants are hired under a provisional contract that carries a probationary period of one semester during which employment status will be reviewed. It is encouraged that GA candidates view the assistantship as a 2 year commitment.

3. **Work Hours:** The Graduate Assistant will work approximately 20 hours per week including evening and weekend commitments in addition to regularly scheduled office hours. Graduate Assistants may not accept other employment during the contract period.

4. **Remuneration:** A stipend of $10,013 for a 9 ½ month contract (summer employment upon availability), student health care plan, furnished on-campus apartment, and meal plan, 100% tuition remission, student fees are not covered. The Graduate Assistant is obligated to adhere to the policies of their residential community, Housing and Residence Life, and Northern Arizona University.

**Work Hours:**
This position is part-time 20-hour/week with some weekend and evening commitments. GARHDs are expected to be on campus at least two weekends each month and for the following events: Opening/Closing weekends, Homecoming Weekend, Family Weekend and RA interview days.

**Background Checks:**
A criminal background investigation, employment history investigation, and a fingerprint check will be performed prior to employment offer.
Graduate Assistant for Learning Communities

Job Description

This position reports directly to the Coordinator of Learning Communities for the Office of Housing and Residence Life and will assist with the administration of various aspects of the Learning Communities program.

KNOWLEDGE AND SKILLS

- Basic knowledge of Student Affairs practice, theory, and assessment or enrollment in a related graduate program (preferred).
- Understanding of first year transitional issues and learning communities.
- Ability to work independently and meet multiple task deadlines.
- Ability to establish and maintain effective student, staff, and faculty relationships.
- Understanding of and commitment to a multicultural/diverse campus community.
- Excellent written and oral communication skills.
- Experience using MS Excel including creation of tables and graphs.

SPECIFIC RESPONSIBILITIES

Community Mentor Training & Supervision (60% of Role Responsibility)

- Meet and communicate regularly with the Community Mentors (individually) to evaluate work performance and support program needs.
- Meet and communicate regularly with assigned Community Mentors as a staff to share departmental updates and needs and gather input from CM’s as needed.
- Assist with the bi-weekly posting and approval of payroll hours completed by each Community Mentor. Monitor the reported hours for accuracy and fairness for both the Community Mentor and the department.
- Assist with the training of Community Mentors (upper division students working directly with the learning communities) during the fall and spring semesters.
- Work in conjunction with the Coordinator of Learning Communities to provide assessment of Community Mentors’ work performance twice a year.
- Assist with hiring and payroll paperwork required for Community Mentors; ensure that FERPA, Sexual Harassment, CERT, and Information Securities Essential Trainings are completed on-line during first 30 days of fall employment. Additional trainings required include My Student body and Kognito.
Data Management (20% of Role Responsibility)

- Assist with the creation and ongoing monitoring of attendance rosters by each RLC to be used for retention tracking of RLC students based upon program participation.
- Oversee and monitor the use of the RLC Programming Database by Community Mentors for tracking various programs offered to RLC students throughout the semesters; ensure that the CM’s are meeting their programming requirements on a semester-by-semester basis.
- Work with the Community Mentors to “clean up” their rosters to accurately reflect their true student cohort in preparation for the 21 day count and cohort freeze each fall.
- In support of university goals, monitor Beacon (online database) for the completion of Freshman Outreach meetings and ongoing individual meetings conducted and recorded by the Community Mentors throughout the academic year.
- Become familiar with StarRez and People Soft as data sources as they pertain to Learning Community students.

Professional Development / Training / Presentations (10% of Role Responsibility)

- Participate in ongoing professional development and trainings opportunities throughout the year through attendance at Hall Leadership meetings, Professional Development presentations, Pro-Staff and RA Training.
- Serve on a Residence Life committee annually.
- Prepare presentations, as requested, regarding Learning Communities for Foundations, RA Training, CM Training, and the LC Advisory Council.
- Attend centralized RA trainings and socials/events in addition to departmental events throughout the academic year when required by your supervisor.

Assessment (5% of Role Responsibility)

- Assist in promoting assessment instruments used for gathering data from learning community members with the Community Mentors and students. Examples include the Quality of Life Survey, LC Survey, Freshmen Outreach Profiles, and any other university-wide assessment instrument utilized.
- Assist program coordinator with establishing the criteria/practice for measuring learning outcomes and student satisfaction including development and administration of surveys.
- Monitor learning outcomes as identified by each LC to see if goals are being met through CM programming.

Other Job Responsibilities (5% of Role Responsibility)

- Monitor the Learning Communities website on an ongoing basis for any additions and/or updates.
- Support any rules or regulations in place by the department including assisting with addressing student conduct issues and/or assisting with emergency procedures as needed.
Enrollment: Employment is contingent upon admission to the Graduate College and acceptance into a graduate program at NAU. As a condition for retention in the role, the Graduate Assistant must remain in good academic standing, which includes the following: 1) maintaining a minimum semester and cumulative GPA of 3.00, 2) no grades of C or below, and 3) completion, each semester, of a minimum/maximum of nine (9) credit hours in Fall or Spring semesters which apply towards graduation.

Period of employment: Employment begins approximately mid-July and runs through the end of the spring semester of the same academic year. All Graduate Assistants are hired under a provisional contract that carries a probationary period of one semester during which employment status will be reviewed. It is encouraged that GA candidates view the assistantship as a 2 year commitment.

Work Hours: The Graduate Assistant will work approximately 20 hours per week including evening and weekend commitments in addition to regularly scheduled office hours. Graduate Assistants may not accept other employment during the contract period.

Remuneration: A stipend of $9,489 for a 9 ½ month contract (summer employment upon availability), student health care plan, furnished on-campus apartment, and meal plan, 100% tuition remission-fees not covered. The Graduate Assistant is obligated to adhere to the policies of their residential community, the Office of Residence Life, and Northern Arizona University.
The Graduate Assistant for Staff and Community Development role is a 9 ½-month, part-time position that reports directly to the Coordinator for Staff and Community Development and will assist in the development and implementation of training and community initiatives related to training and development.

**KNOWLEDGE AND SKILLS**

- Excellent oral and written communication skills.
- Outstanding organization skills.
- Ability to work independently and meet multiple task deadlines.
- Ability to establish and maintain effective student and staff relationships.
- Understanding of and commitment to a multicultural/diverse campus community.
- Awareness of residence hall experiences and practices surrounding training and programming.
- Awareness of and commitment to the mission of Housing and Residence Life and Northern Arizona University.

**QUALIFICATIONS**

Bachelor's degree, residence hall experience, and acceptance into an NAU graduate program, preferably the Counseling with an emphasis in Student Affairs program.

**GENERAL AND ADMINISTRATIVE RESPONSIBILITIES**

- Management of daily administrative processes.
- Participate in a variety of weekly meetings including departmental professional development meetings, departmental business meetings, supervisory and committee meetings
- Develop positive working relationships with other departments.
- When supported by the Coordinator of Staff and Community Development, this role may also be given the opportunity to hear student conduct cases on behalf of Housing and Residence Life and to serve in shared on-call coverage for campus, including weekend and holiday coverage; these are not requirements of the position.
- Other projects and duties as assigned by supervisor.

**SPECIFIC RESPONSIBILITIES**

**COMMUNITY DEVELOPMENT CENTER MANAGEMENT & SUPERVISION**

- Manage the daily operations of the Community Development Center (CDC) which provides programming and community resources to residence hall leaders.
- Hire, supervise, train and evaluate staff of Community Development Assistants (CDA) who is responsible for staffing the CDC.
- Complete payroll for CDA staff regularly.
- Work with CDA staff to monitor the use of resources and replenishment of supplies for the CDC.
- Administer and monitor CDC budget and purchasing decisions.
STAFF TRAINING AND DEVELOPMENT RESPONSIBILITIES

- Under the direction of the Coordinator of Staff & Community Development, develop and implement professional staff, graduate staff, and paraprofessional staff training. This may include paraprofessional training, graduate and fulltime staff trainings and professional development presentations.
- Development of resource and instructional materials for training, assessment of staff training and implementation of feedback to continually improve and enhance these efforts.
- This role may also be given the opportunity to serve as an instructor for EPS 406: The Resident Assistant Pre-Service Training Course.

PROMOTION OF THE SOCIAL INTEGRATION AND DEVELOPMENT OF RESIDENTIAL STUDENTS AND COMMUNITIES

- Utilize information collected through Community Activity Reports to identify trends in programming and where additional resources can be provided.
- Support of Active and Passive Educational Programming in the halls based on the MoDL.
- Create Passive and Active Programming Resources available through the Community Development Center (CDC) and electronic modalities.
- Active collaboration with Institutional and Divisional entities related to educational topics.
- Promote the involvement of NAU faculty/staff in developing programming.
- Assist in the coordination of on-going recognition of hall staff’s community building efforts.
- Serve as a resource for RAs and RHDs related to community building efforts in their specific halls and any campus-wide efforts.

PROMOTION AND DEMONSTRATION OF DEPARTMENTAL COMMITMENT TO DIVERSITY

- Demonstrate personal and professional commitment to diversity.
- Serve as a partner to campus entities related to diversity initiatives and programs.
- Work to provide passive and active educational opportunities for residential students on diversity related topics in alignment with the departmental Community Building MoDL.
- Provide new and updated Community Development Center resources on diversity education.

DEVELOPMENT OF LARGE SCALE PROGRAMS TO ENLIVEN THE RESIDENTIAL COMMUNITY

- Provide leadership for the implementation of campus-wide events based on departmental need.
- Assist in the tracking of events and subsequent planning and strategizing of campus-wide events as a result of themes and trends seen in the data.
The Northern Arizona University (NAU) Peer Jacks Program offers one-on-one peer mentoring to freshmen. The goal of the program is to assist program participants with their transition to NAU, both socially and academically. The program provides resources, assistance navigating NAU’s environment and social events that get students connected to each other.

**Duties and Responsibilities:** Supervise, observe and evaluate 14 to 18 Peer Mentors (PM); facilitate one-on-one and group meetings with assigned PMs; provide resources when needed; assist PMs with strategies to develop and maintain relationships with their students; maintain accurate PM files; use online database to assist PMs with accurate record keeping and to generate reports; facilitate PM training throughout the academic year; monitor PM hours and student meetings; plan and attend social and academic related events (at least two per month); other duties as assigned.

**Qualifications:**
- One year experience working with students or equivalent combination of related experiences, training and/or education.
- Enrolled in a graduate program, preferably Student Affairs or related program.
- Strong interpersonal, public relations, and oral communication skills.
- Experience working with multicultural populations.
- Computer competency including Microsoft Office Suite and general database experience.
- Priority will be given to individuals who can work for a full academic year.

**Benefits:**
- $9,900 stipend per academic year
- Full tuition benefit
- Partial Meal Plan
- Health Insurance

The Graduate Assistantship begins two weeks prior to the fall and a week prior to spring semesters with program training and orientation. The Graduate Assistant must be available to work 20 hours per week during the academic year. This Graduate Assistantship requires evening and some weekend commitments.
STUDENT LEARNING CENTERS
GRADUATE ASSISTANT APPLICATION: Supplemental Instruction Program

The Northern Arizona University (NAU) Student Learning Centers (SLC) offer academic support services through a variety of programs. These programs include 1:1 tutoring, online tutoring, drop-in tutoring, Supplemental Instruction and study skills workshops. The SLCs serve over 8000 students each year and strive to maintain programs that assist students in being successful in their courses. The SLCs are also involved in several initiatives for freshmen and probation students each semester.

Duties and Responsibilities:

The Student Learning Centers are looking for a Graduate Assistant to work 20 hours per week to provide supervisory support for the Supplemental Instruction (SI) program. SI is an effective academic support program that provides students support through group study sessions. 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 80 SI leaders in six departments across the NAU campus and is one of NAU’s largest and most successful academic support programs.

This position will provide a variety of supervisory, training, and program development experience. It will be responsible for assisting with the training, mentoring, and supervision of approximately 20-25 SI leaders, as well as coordination of observations, meetings, and room scheduling. The position will also assist with campus-wide marketing and outreach efforts, meet with students in fall semester through participation in the Freshman Outreach Program; assist with database maintenance and data integrity projects; and other duties as assigned.

Qualifications:

- One year experience or equivalent combination of related experiences training and/or education.
- Enrolled in a graduate program, preferably Student Affairs or Education related program.
- Demonstrate strong interpersonal, public relations, and oral communication skills
- Experience in building collaborative relationships and supervising others.
- Must be available to work frequent nights and occasional weekends for supervision.
- Experience working with multicultural populations.
- Computer competency including Microsoft Office Suite and database experience.
- Priority will be given to individuals who can work for a full academic year.

SALARY:
- $9,900/academic year
- Full tuition benefit
- Health Insurance

The Graduate Assistantship begins during the week prior to both the fall and spring semesters with program training and orientation. The Graduate Assistant must be available to work 20 hours per week during the academic year. This Graduate Assistantship requires frequent evening and some weekend commitments.
STUDENT LEARNING CENTERS

GRADUATE ASSISTANT APPLICATION: Freshman Connections Resource Centers

The Northern Arizona University (NAU) Student Learning Centers (SLC) offer academic support services through a variety of programs. These programs include 1:1 tutoring, online tutoring, drop-in tutoring, Supplemental Instruction and academic success workshops. The SLCs serve over 7000 students each year and strive to maintain programs that assist students in being successful in their courses. The SLCs are also involved in several initiatives for freshmen and probation students each semester.

Duties and Responsibilities:

Work in partnership with Residence Life GA to ensure smooth operations of the Freshman Connections Resource Centers (in-hall tutoring program); supervise, observe and evaluate tutors in the residence halls (in-hall drop in tutoring); assist with tutor development; facilitate tutor training; develop and implement a marketing plan for in-hall tutoring; assist with the day to day operations of the Math Achievement Program (drop-in math lab in Adel); supervise, observe, and evaluate Peer Math Assistants; facilitate PMA training; meet with students in fall semester through participation in the Freshman Outreach Program; assist with SLC marketing and outreach efforts; assist with database maintenance and data integrity projects; other duties as assigned.

Qualifications:

- One year experience, or equivalent combination of related experiences training and or education
- Enrolled in a graduate program, preferably Student Affairs, Math Education, or related program.
- Maintain strong interpersonal, public relations, and oral communication skills
- Must be available to be on call (Mon.-Wed.) from 7-10 p.m.
- Experience working with multicultural populations
- Computer competency including Microsoft Office Suite and database experience
- Priority will be given to individuals who can work for a full academic year.

SALARY:

- $9,900/academic year
- Full tuition benefit
- Health Insurance

The Graduate Assistantship begins during the week prior to both the fall and spring semesters with program training and orientation. The Graduate Assistant must be available to work 20 hours per week during the academic year. This Graduate Assistantship requires evening and some weekend commitments.
The Northern Arizona University (NAU) Student Learning Centers (SLC) offer academic support services through a variety of programs. These programs include one-on-one tutoring, online tutoring, drop-in tutoring, Supplemental Instruction and academic success workshops. The SLCs serve over 5000 students each year and strive to maintain programs that assist students in being successful in their courses. The SLCs are also involved in several initiatives for freshmen and probation students each semester.

Duties and Responsibilities:

- Assist students in a one-on-one environment to develop effective study skills and strategies for overall success in college.
- Assist with tutor training and development.
- Facilitate academic success workshops.
- Participate in SLC outreach activities.
- Work with a diverse population of students and campus departments (Disability Resources, Native American Student Services, Student Support Services, etc).
- Assist the Learning Specialist with administrative tasks related to the Master Schedule Tutoring Program (attendance, scheduling, emailing tutors weekly).
- Contact Master Schedule students by phone or email.
- Review Master Schedule policies, learning styles and areas of study with program participants.
- Assist with Master Schedule program assessment. This will include collecting, organizing and analyzing data.
- Other duties as assigned.

Qualifications:

- One year experience, or equivalent combination of related experiences training and or education
- Enrolled in a graduate program, preferably Student Affairs or related program.
- Maintain strong interpersonal, public relations, and oral communication skills
- Experience working with multicultural populations
- Computer competency including Microsoft Office Suite and general database experience
- Priority will be given to individuals who can work for a full academic year.

Benefits:

- $9,900/academic year
- Full tuition benefit
- Health Insurance
The Graduate Assistantship begins during the week prior to both the fall and spring semesters with program training and orientation. The Graduate Assistant must be available to work 20 hours per week during the academic year. This Graduate Assistantship requires evening and some weekend commitments.
Graduate Assistant Position Announcement
Office of Student Life
Fall 2016 – 2 Positions Available

Position Description

- Assist in the adjudication of student conduct issues with an emphasis on student development utilizing the NAU Student Disciplinary Procedures.
- Assist with the planning and coordination of student organization events.
- Provide assistance to students on a walk-in basis regarding a variety of student issues/needs, including crisis/personal issues they may be experiencing.
- Assist in the planning and coordination of special events including Family Weekend, Homecoming, Welcome Week, and student recognition programs.
- Represent the office at various programs including University Expos and Orientation.
- Assist in the coordination of various assessment projects throughout the year.
- Coordinate and assist with other programs and responsibilities as needed.

Position Details

- The Graduate Assistant position includes a stipend of $10,200 for the 2016-2017 academic year.
- The stipend will include 100% tuition remission and health insurance benefits.
- The Graduate Assistant position will involve 20 hours per week and will involve some weekend and evening work.

Qualifications

- Enrolled as a full-time degree seeking graduate student at Northern Arizona University. Preference will be given to students in the College of Education.
- Be a team player yet self-motivated regarding the responsibilities you maintain and take on within the office.
- Committed to students, their success, and have an interest in and/or have familiarity with student development theory.
- Excellent written, verbal, and organizational skills.
- Be in good academic, financial, and disciplinary standing with the university throughout your period of employment.
- Have a sense of humor.
GRADUATE ASSISTANTSHIP

Student Support Services (SSS) at Northern Arizona University is a federally-funded TRIO program that provides academic support and educational services for NAU undergraduate students who are first-generation (neither parent has a Bachelor's degree) and/or income eligible (Pell Grant Eligible), and/or has a disability.

Status:

Graduate Assistants work 20 hours/week during the academic year (August 15, 2016 – May 12, 2017).

- This Graduate Assistantship requires some evening and weekend commitments.
- Highest considerations will be given to applicants who can commit to a full academic year.

Duties and Responsibilities:

Under the direction of the SSS Program Coordinator, the Graduate Assistant will:

- Supervise 3-5 paraprofessional staff to ensure services are delivered to participants.
- Provide direct services to SSS freshman participants so that they progress, be retained and graduate. Maintain accurate and complete files on participants, documenting all services, contacts, and activities in a computerized database.
- Assess participants’ state of development (academic, career and personal) and promote participant growth by determining suitable developmental tasks; assist participants in establishing realistic and attainable academic, career and personal goals.
- Assist participants in developing coping skills and study habits necessary for academic retention and graduation. Refer participants to major specific academic advisor.
- Monitor participants’ academic status; analyze progress reports, identify current and potential areas to be addressed (i.e., study skills, tutoring, time management) and refer participants to appropriate campus resources, if needed. Review participant progress; follow up on progress through personal contact, phone calls, e-mail and other correspondence.
- Support participants in their first year transition to NAU; navigate university processes (enrollment, advising, housing, etc). Interpret and explain college and university policies and procedures; present programmatic information to potential participants and parents.
- Assist participants with personal issues and concerns; refer to other campus or community resources as needed.
• Gather and/or calculate participant academic information; prepare various reports as requested.
• Serve as liaison between participants and financial aid office in order to clarify various policies and financial aid procedures; assist participants in completion of complex financial aid forms and other university documents; refer participants to financial aid and other offices.
• Assist in direct service to participants through first-year student retention programs and academic probation initiatives.
• Assist in the planning and coordination of SSS programs, activities, workshops (Fall Kick-Off, retreats, cultural events, and recognition events).
• Co Advise one of the following; LOUIE’S Cupboard, SALT, or Chi Alpha Epsilon.

Qualifications:
• Bachelor’s degree and enrolled in a graduate program, in Student Affairs.
• An equivalent combination of experience, training and/or education.
• One year experience or equivalent combination of related experiences training and or education.
• Maintain strong interpersonal, public relations, and oral communication skills.
• Experience working with multicultural populations.
• Computer competency including Microsoft Office Suite and database experience.
• Priority will be given to individuals who can work for a full academic year.

Knowledge, Skills & Abilities
• Skills in interviewing, advising, coaching and educating students.
• Ability to communicate effectively with students, co-workers, supervisor & general public.
• Demonstrated ability to work as a contributing member of a team.
• Public relations skills.
• Computer skills including word processing, database, email, LOUIE and Internet.
• Skill in planning and organizing workshops and presenting to groups of various sizes.
• Ability to work with people from a variety of culturally diverse backgrounds and ages and a demonstrated appreciation for diversity.

Remuneration:
• $10,000 for 20 hours/week for academic year (August 15, 2016 – May 12, 2017)
• 100% Tuition waiver
• Student health insurance subsidy
Position: Graduate Assistant for Student Unions

General Overview:
The Student Unions are comprised of the University Union, DuBois Center, and Health and Learning Center. These buildings serve as central hubs for student services, recreation, events, clubs, and organizations. In addition, the University Union and du Bois Center houses the primary residential dining locations for north and south campus as well as a variety of retail outlets. These facilities are mainly operated with a student staff of 55+. The student staff is responsible for information desk operations, conference room set-up and support, opening and closing of the building, and general building management. This is a 20 hour per week position.

Assistantship Duties:
The Graduate Assistant for Student Unions would lead the hiring, supervising, and evaluating the information desk staff for all locations. In addition the GA for Student Unions would work with the Event Coordinators and Associate Director to ensure that the buildings are operated with the goal of serving students, faculty, staff, and external customers with professionalism and a service oriented attitude. This includes, but is not limited to...

- Supervise and improve Student Union employee tasks (lost/found, communication materials, hiring processes, conference room set-ups, yellowbike operations, scheduling & event coordination)
- Student Union Staff Evaluations (Assessment Measures)
- Attend and play an active role in reservation meetings, management meetings and staff meeting on a weekly basis. On a biweekly schedule, conduct/arrange shift lead meetings.
- Coordinate and oversee office training and paperwork in areas such as: Job/Facility Training, CPR, Sexual Harassment, Van Training, GPA, EMSA Training, etc.
- Provide group presentations, speakers, and workshops for Student Union employees monthly. (Professional Development)
- Administer, verify, and submit payroll on behalf of the Student Unions staff.
- Provide solutions to staff issues, conduct meetings/probation, etc. (Advising)
- Replace student manager or shift lead on shift when necessary.
- Other projects as necessary

Qualifications:
- Current or incoming Graduate Student (Preferred Majors: Public Administration, Educational Leadership, or Counseling: Student Affairs)
- Awareness of event planning, student supervision, training, and evaluation, building management.
- Ability to critically think, problem solve, build positive professional relationships, give continual feedback to student staff, follow-up on concerns within the building.
- Excellent written and oral communication skills
- Excellent organizational skills
- Ability to take initiative and utilize innovative techniques and creativity
- Ability to plan, prioritize, and coordinate multiple projects
Approximate stipend/remuneration:
- $10,000 per academic year.
- In-state tuition remuneration (Approximately $4355 per semester 2015-2016)
- Student health insurance.

Campus Services and Activities
Northern Arizona University
NAU Box 5670
Flagstaff, AZ 86011
928- 523-4313
928- 523-9219
www.nau.edu/union
Graduate Assistant Position Announcement
Undergraduate Admissions and Orientation
Job Title: Graduate Assistant – Admissions and Orientation
16-17 Academic Year

Undergraduate Admissions and Orientation
Undergraduate Admissions and Orientation at Northern Arizona University is a dynamic and
fast-paced department that is charged with recruiting and transitioning incoming new
students to the university. Our department is dedicated to recruiting students and their
families to the university because we know Northern Arizona University provides a fantastic
educational experience in a beautiful setting. Our staff is committed to helping students at
each step of the admissions process. We are also committed to providing comprehensive
and fun transitional experiences for incoming students and their families through New
Student Orientation programming that is designed to help them feel at home on campus
and to help their families feel secure with their student’s decision to become a part of the
Lumberjack family. http://nau.edu/admissions

Job Description:

Recruitment and Admissions
 Learn all Admissions requirements for admission to NAU, enrollment process, and familiarize
   with university features and systems.
 Give recruitment presentations at Daily Campus Visits.
 Meet with prospective students and families to help address questions about requirements for
   admission, scholarships, and transcript requirements.
 Staff events on and off campus alongside university recruitment staff.
 Assist with re-hiring of returning True Blue Ambassadors and the hiring of new True Blue
   Ambassadors.
 Work closely with True Blue Ambassador Team, who serve as campus tour guides on the
   recruitment staff by providing support through mentorship to the team.
 Create and maintain NAU Events mobile site for Discover NAU events.
 Serve as a department liaison for the Welcome Week Planning Committee and EMSA
   Assessment Committee.
 Other duties as assigned.

Orientation
 Update and maintain Online Transfer Orientation information.
 Work closely with EMSA Communications team to coordinate email messaging to incoming
   transfer students.
 Coordinate prep for all Orientation sessions.
 Work closely with True Blue Ambassador Team who also serve as orientation leaders on the
   orientation staff by providing support through mentorship to the team.
 Create and maintain NAU Events mobile site for New Student Orientation and Welcome
   Week.
 Collaborate with university community and stakeholders to plan and implement New Student
   Orientation.
 Collaborate with admissions and orientation staff to create syllabus and teach leadership
   course for True Blue Ambassadors, EPS 415/416.
Work closely with the Gateway Student Success Center to coordinate new student advising and enrollment during orientation sessions.

Work all Orientation sessions including Spring Orientation, and New Student Orientations in May, June, and August.

Assist with Ambassador Training prior to orientation sessions beginning.

Live in Wilson Hall with True Blue Ambassadors from mid-May through early July.

Other duties as assigned.

Knowledge, Skills and Abilities:

- Willingness to learn new tasks and take on projects.
- Must be personable, approachable, and have a positive attitude in the face of difficult conversations and potentially stressful situations.
- Skill in speaking to large groups of prospective students and families at Daily Campus Visits and New Student Orientation.
- Skill in speaking to small groups of prospective students and families.
- Working knowledge of Microsoft Office Suite.
- Excellent ability in working effectively with people from a variety of culturally diverse backgrounds.
- Ability to work in a flexible and positive team environment.
- Excellent communication skills.
- Ability to manage time independently and effectively – to be a self-starter.
- Ability to handle multiple priorities.
- Possess excellent ability in taking initiative within area of responsibility.

Qualifications:

- Bachelor’s degree and enrolled in the Student Affairs master’s program.
- Maintain strong interpersonal, public relations, customer service, and oral communication skills.
- Experience working with diverse populations.
- Work some late nights and weekends.
- Computer competency including Microsoft Office Suite.
- Priority will be given to individuals who can work for full academic year and orientation sessions in May and June.
- Must be able to live in Wilson Hall during May and June to work New Student Orientation.

Salary and Benefits:

Pay Rate: $10,000 stipend for the academic year & full tuition waiver

Other Benefits:

- Available Health Insurance subsidy (not required – but is available if needed)
- Free summer housing provided by Admissions and Orientation while working New Student Orientation
- Free association membership in National Orientation Directors Association (NODA) and provided regional conference attendance

Work Hours: Monday-Friday during academic year – 20 hours/week (plus some nights and weekends)
Graduate Assistant Position Announcement – University College, UC 199 courses

UC 199: Rethink Possible courses
Fall 2016 – spring 2017

The UC 199: Rethink Possible program is seeking a Graduate Assistant (GA) for the 2016-17 academic year.

Contract Period, Hours, and Salary:

- Appointment: 20 hours/week during the academic year
- Specific schedule to be agreed upon by supervisor and GA. Some evening and weekend shifts will be required.
- $11,000 stipend per academic year (fall/spring semesters)
- Includes graduate health insurance eligibility and 100% tuition waiver

General Responsibilities include:

1. Work closely with the UC 199 Coordinator to support various projects, and develop educational, marketing, and research materials as appropriate.
2. Work in alignment with University College (UC) mission and practices.
3. Communicate pertinent program information via email, phone, webpage, presentations, and face to face communications to UC’s campus partners.

Specific Responsibilities include:

1. Support initiatives to promote student development, and degree and career exploration. This includes event planning and coordination, UC 199 faculty support, project management, and communications targeted to specific audiences.
2. Assist in the coordination of a pilot study of UC 199 initiatives, including courses, the Out to Lunch program, and faculty competencies. This will include gathering and incorporating feedback and analyzing data.
3. Take a leadership role in the creation of online student and professional development resources using BBLearn, including writing learning objectives, designing lessons using the best practices of online learning, and selecting high-quality content.
4. Meet all deadlines for assigned projects, team activities, appointments, and attend all scheduled activities.
5. Set office hours (20 per week) and maintain and update individual Outlook calendar schedule.
6. Because a GA is seen as a paraprofessional position, maintaining the highest standards of professional conduct is of utmost importance. This is demonstrated through personal integrity, reliability, and professional communication and self-presentation.
7. If the selected candidate shows interest in and potential for curriculum design and/or teaching undergraduate courses, these responsibilities may be included in the graduate assistantship.
Qualifications:

- Graduate student status at NAU (by Fall 2016)
- Strong interpersonal, public relations, and written and oral communication skills
- Self-starter who isn’t afraid to ask questions
- Computer competency including Microsoft Office Suite and general database management
- A sincere willingness to learn student development principles, assessment, and curriculum design

Preferred Qualifications:

- Background in counseling, teaching, or human resources
- Experience in marketing and web design and/or creating and managing content in BbLearn

Continued employment as a GA is contingent upon fulfillment of responsibilities (see above), satisfactory performance as determined by the UC 199: Rethink Possible Coordinator, and continued good academic, financial, and disciplinary standing with the university.

The supervisor will provide quality training and the support necessary for each GA to fulfill his/her potential.

Benefits:

- $11,000 stipend per academic year (fall/spring semesters)
- 100% tuition waiver
- Includes graduate health insurance eligibility