



Graduate Assistant for Outreach & Programming

Overview: The Graduate Assistant for Outreach & Programming will work 20 hours per week (Monday-Friday) during the academic year. The 20 hours will be divided between SAHE departmental activities and faculty support. Weekend work may be required for Visitation programs.

Compensation: A full in-state tuition waiver, including the summer (between the two years), \$5,440 academic year stipend; summer employment will depend on the department budget and will be paid at the Graduate Work Study wage.

Responsibilities: The graduate assistant will assist with admissions, administration, and faculty support. Duties will include items from the following list, with priorities established by the department chair and the faculty supervisor.

Work closely with the SAHE department chair on achieving all department goals and initiatives and with individual faculty on specific departmental activities.

In cooperation with other GA, plan and facilitate a two-day Visitation Program for prospective students: work with department chair to develop or revise visitation program presentations and opportunities for social interaction, manage housing and travel arrangements of visiting students, coordinate assistantship interview process.

Create, design, and edit the bi-annual department newsletter, *Developments*, which goes out to over 900 alumni and faculty emerita.

Maintain all social media outlets for the department including, but not limited to, Facebook, Twitter, and Instagram.

Create graphics for department-sponsored events and announcements (i.e. Information Session, application deadlines, program marketing, etc.).

Update and maintain the departmental website in cooperation with SAHE webmaster.

Assist in the planning and implementation of SAHE Kick-Off in the Fall for first-year students.

Maintain Alumni database using Microsoft Access.

Enlist alumni support and involvement in various departmental activities (i.e. fundraising and conference receptions).

Evaluate and redesign various informational/promotional materials including letters of correspondence, brochures, and posters.

Work with the other GAs and faculty to accomplish department goals.

In cooperation with other SAHE GA to plan and facilitate Fall Practicum/Recruitment Fair. Lead for Practicum Fair.

Plan and order catering for SAHE events in conjunction with the department chair.

Maintain the SAHE student listserv and the SAHE alumni listserv.

Schedule events and reserve rooms, as requested.

Update and edit the practicum supervisor spreadsheet and Alumni/Supervisor database.
Maintain the upkeep of the office (Voicemail, storage closet, etc.).*
Other duties as assigned.

Faculty Support

Assist department faculty with research efforts, including library searches, data collection and entry

Assist faculty with their course syllabi and material preparation for classes and other projects

Assist faculty with department, college, university, and professional service projects.

Complete all other duties as requested

*These duties may be changed in order to accommodate and use the expertise and experiences of GA.