

Graduate Assistantship

Act 101 Alumni/Student Outreach Coordinator

Overview

The Act 101 program is in the process of rebuilding so; the graduate student will have the opportunity to institute methods and ideas to improve student and alumni participation in the program. This candidate would have the opportunity to take on a leadership position in the field though their work in forging a strong relationship between Act 101 Alumni and the university. It is the desire of the department to hire someone who will function as a coworker and member of our team. The Graduate Student will be treated as an educational professional. We hope they will be a mentor and an inspiration to our students to consider postgraduate work.

Position Description/Responsibilities

- Assist with Act 101 Programming, alumni relations, student development, assessment, and evaluation

Basic Requirements

- Ability to work independently but share team goals.
- Excellent written and oral communication skills
- Competency in MS Word, Excel, and PowerPoint

Specific Assignments/Responsibilities

- Create a spreadsheet of Act 101 alumni and make an initial contact with them to create a lasting relationship.
- Collect, reconcile and report data on peer mentor and tutor / student interactions. Suggest ways these contacts can be improved.
- Assist the Director and Learning Specialist in offering one-on-one study skills workshops to Act 101 students.
- Create a learning-center style workshop for students to use during the latter part of the semester.
- Manage student reservations for off campus activities.
- Assist in preparations for annual Advisory Board Banquet
- Manage textbook loan program.
- Other duties that the GA desires to give them experience they need or that are negotiated as needed as viewed by the director.
- Additional responsibilities to be discussed throughout the year and at the evaluation meetings