Graduate Assistant for ACCESS Scholarship Program and Student Affairs Administration Master's Program
Job Description

Overview of Position
This Graduate Assistantship is a two-year, campus-based, joint position between the [ACCESS Scholarship program](#) and the [student affairs administration master's program](#). The Graduate Assistant provides a valuable service to the ACCESS scholarship program by mentoring our first-generation and low-income first-year students. In addition to mentoring, graduate assistants participate in professional development opportunities to enhance their mentoring skills. Additionally, the Graduate Assistant will be integral to the functioning of the student affairs administration master's program, focusing on recruitment, marketing, and communications; community-building; professional development; meeting scheduling, and more.

ACCESS Scholarship Program Description
The ACCESS scholarship and support program is Appalachian State's promise to low-income North Carolina students that higher education is within reach. Students who are selected for the ACCESS program have the opportunity to graduate debt-free. ACCESS recognizes the challenges and obstacles many of our college students face and we offer support services to help our students adapt to their new campus life and reach their educational goals. Our supports include but are not limited to academic advising and personal support, mentoring, professional development opportunities, college success course, social events, and more.

Student Affairs Administration Master's Program Description
The student affairs administration master's program is a 45-credit hour master's program in the [Department of Human Development and Psychological Counseling](#) in the [Reich College of Education](#). The program is designed to prepare reflective scholar-practitioners to work in various areas of student affairs to serve students and institutions of higher education through collaborative, equitable, and inclusive practice. Master's students enter the program from a variety of undergraduate fields of study and with a myriad of student engagement experiences and, sometimes, full-time employment experience. Students engage in coursework, applied learning experiences (graduate assistantships, practica, internships), and professional development activities. The program provides students with curriculum, advising, professional development opportunities, and community-building and strives to maintain connections with alumni and educational partners (e.g., supervisors).

Responsibilities with ACCESS Scholarship Program
- Serve as a mentor to 12-14 first year students
- Meet with each student once a week for 30 minutes (6-7 hours/week). You will set up the appointment times with the students to fit around both of your schedules. See goals for weekly meetings [here](#).
- Meet at least once every two weeks with your students' academic advisor (1 hour/biweekly).
- Facilitate weekly group mentoring sessions for ACCESS/[Trio-SSS](#) first-year students in collaboration with Trio-SSS/ACCESS staff (2 hours/week).
- Create, facilitate, teach, and promote workshops for your students as you see appropriate.
- Maintain records of all contacts with your students and topics covered as well as hours worked on your timesheet.
- Participate in bi-weekly trainings throughout the semester (mentors will receive mentor certification at the end of the semester following completion of all training sessions – 1.5 hours/biweekly).

Responsibilities with Student Affairs Administration Master's Program

Recruitment, Marketing, and Communications
- Create and maintain marketing materials (documents, videos, website, social media) for the program
- Engage prospective students and share information about the program (e.g., social media, emails, open house events, campus visits)
- Serve on the Graduate Preview Program (GAPP) Committee as a program representative and to ensure consistency in program marketing
- Update and maintain program handbook for dissemination each August
- Communicate with College of Education and campus partners as needed

Community-Building
- Co-plan and implement program orientation and hooding ceremony with program director
- Organize and execute community-building events for students in the program (2-3/semester)

Alumni Engagement

- Update alumni database
- Communicate with alumni about opportunities to contribute to the master's program
- Implement the program's 50th anniversary celebration, particularly parts engaging alumni

Other Duties as Assigned

Compensation and Hours
20 hours/week Assistantship
- $15.00 per hour for 10 hours/week from the ACCESS program
- $13.33 per hour for 10 hours/week (up to 15 weeks) from the student affairs administration program/HPC (equates to $2000/semester)

The combined hourly rate equates to roughly $8,500 per academic year.

Preferred Qualifications
- Enrolled in the Student Affairs Administration graduate program at Appalachian
- Desire to get to know and help first-year students and master's students
- Ability to connect with people across identities and perspectives
- Ability to foster academic and personal success
- Strong communication skills
- Strong time management skills
- Creativity, enthusiasm, and flexibility
- Ability to work independently
- Ability to keep organized records
- Knowledge of marketing strategies and/or web and other design skills
- Event planning skills
- Comfortability with being a program and university representative

Application
To apply, follow application procedures for GAPP weekend.

For more information or questions, please contact Claire LeMoine, Assistant Director of ACCESS, at lemoinece@appstate.edu or Dr. Alan Mueller, Lecturer and Interim Program Director of Student Affairs Administration, at muellerac@appstate.edu.