

**Graduate Assistant Job Description  
Black Male Excellence Initiative  
Appalachian State University**

The Black Male Excellence Initiative (BMEI) housed in Intercultural Student Affairs, assist with the recruitment, retention, and graduation of Black Males entering Appalachian State University. Creating a sense of belonging living in a residence hall setting focusing on life-skills in a holistic manner and providing scholars with a framework that will prepare Black Males for life during and after college.

The Black Male Excellence Initiative is currently seeking a graduate student for an assistantship for the 2022-2023 academic year (with potential for a second year). This position requires a commitment of at least 20 hours per week.

**Responsibilities:**

*Administrative*

- Participate in Advisor and Mentor trainings and meetings
- Attend Staff meetings and developmental programs
- Update Google documents for meetings, communication, and grades
- Maintain work schedule for 20 hours a week
- Maintain the confidentiality of student information as required by the university, state, and federal regulations
- Complete reports on BMEI scholars
- Meet with director of initiative

*Academic Advising*

- Meet regularly with scholars about academic and developmental progress
- Assess and direct scholars to support resources
- Check academic progress for scholars in class and communicate to Leadership Team
- Keep a positive, motivational attitude

*Programming*

- Send communication to scholars
- Design programming advertisements using Canva
- Take scholars to programming opportunities
- Attend recruiting events
- Assist with UC 1200 Course Wakanda Warriors

**Compensation and Hours**

- 12/hr up to \$9,000
- 20-25hrs per week
- Tuition scholarship (fees not included)
- Parking Pass