



**Graduate Assistant Student Success & Community**  
***Primary Assignment in the Center for Student Success and Community***

The Center for Student Success and Community, a vital part of the Division of Student Affairs at Appalachian State University, is dedicated to promoting a transformative educational environment where every Mountaineer thrives academically, socially, and personally. Through collaborative efforts, mentoring, and cultivating a nurturing and dynamic community, the Center supports lifelong learning and success for all students. We offer different learning opportunities that complement academic excellence and facilitate personal growth, fostering a deep appreciation for the campus community while enhancing self-awareness, knowledge, and competency.

**Position Overview:**

The Graduate Assistant will support the Director of the Center for Student Success and Community with special assigned projects and responsibilities. Key responsibilities include:

- Reviewing websites and making recommendations to professional staff for updates, improvements, and relevant content.
- Developing resource materials and providing recommendations for the Center's online presence.
- Assisting the Director in managing the annual budget, tracking spending, reconciling purchases, and providing updates as required.
- Providing direct support and mentorship to students who utilize the Center's resources.
- Collecting and analyzing data for resource assessments, including volunteer surveys, program participant surveys, and resource utilization evaluations.
- Undertaking other duties as assigned by the Director or other professional staff for Student Success and Community, within reason and the scope of the Center's mission.

**Qualifications:**

- Completion of a Bachelor's Degree and enrollment in an Appalachian State University graduate degree program.
- A passion for working with Appalachian State University students, faculty, and staff.
- Strong communication skills, attention to detail, and a willingness to collaborate on projects that support student success.

The graduate assistantship in the Center for Student Success and Community requires the candidate to work an average of 20 hours per week for a total of 750 hours per academic year. This role reports directly to the Director of the Center for Student Success and Community.