

TRIO Student Support Services, Disabilities – Student Engagement & Development Graduate Assistant

About TRIO SSS-D:

As a TRIO program, SSS-D is funded by a grant from the U.S. Department of Education. SSS-D focuses on the retention, academic success, and graduation of limited income (Pell-eligible), first-generation, and students with disabilities populations. The project serves 100 students each year through individualized coaching, tutoring, advising, financial literacy, college-success skills development, graduate school exploration and preparation, and other development opportunities.

Job Description:

This position is a 10-month appointment from mid-July through the end of the Academic Year in May, with 20 working hours per week and the possibility of a summer contract. The Student Engagement & Development Graduate Assistant will be responsible for assisting with the development and execution of several student events and programs. This position requires the ability to manage time, multi-task, and function successfully with little supervision. This position is comprised of mainly weeknight and weekend afternoon/evening hours. The GA will be required to meet with the Project Director and/or Academic Coordinator on a regular basis. This position will adhere to the WKU holiday schedule.

Duties include (but are not limited to):

- Assist Academic Coordinator in developing and executing events for student participants
- Coordinate cohort recognition activities
- Serve as liaison between SSS-D and student organizations by attending meetings and sharing information about services
- Assist with Summer Scholars partnerships
- Collaborate with Media & Outreach GA to promote events/programming
- Assist with the conceptualization and development of an SSS-D Summer Bridge program
- Facilitate college success seminars/events for students covering topics like:
 - Using university technology systems (Blackboard, TopNet, TutorTrac, etc.), financial literacy, FAFSA, graduate school information

Requirements:

- Candidate must be accepted to/enrolled in a Master's Degree program at WKU
- Experience planning and executing events
- Willingness and availability to work evenings and weekends as needed
- Strong communication skills
- Ability to initiate, implement, and coordinate projects
- Strong desire to promote educational achievement and opportunity
- Willingness to become familiar with TRIO regulations that govern program policies and procedures

Compensation:

The Student Engagement & Development Graduate Assistant will receive a \$10,000 yearly stipend, paid in monthly installments.

Application Instructions:

Candidates should submit the following via email to Jimmie Martin, Project Director (jimmie.martin@wku.edu) and Kari Paschetto, Academic Coordinator (katherine.paschetto@wku.edu):

- Cover Letter
- Resume

Please include the graduate program in which you are accepted/enrolled.

All Materials need to be submitted by 11:59 PM CST on June 1st, 2021

You will receive an email confirmation that your materials have been received. Expected hire/start date is approximately Mid-August 2021.