



# Indiana University of Pennsylvania

## STUDENT AFFAIRS IN HIGHER EDUCATION

### Graduate Assistant for Outreach & Programming

**Overview:** The Graduate Assistant for Outreach & Programming will work 20 hours per week (Monday-Friday) during the academic year. The 20 hours will be divided between SAHE departmental activities and faculty support. Weekend work may be required for Visitation programs.

**Compensation:** A full in-state tuition waiver, including the summer (between the two years), \$5,440 academic year stipend; summer employment will depend on the department budget and will be paid at the Graduate Work Study wage.

**Responsibilities:** The graduate assistant will assist with admissions, administration, and faculty support. Duties will include items from the following list, with priorities established by the department chair and the faculty supervisor.

- Work closely with the SAHE department chair on achieving all department goals and initiatives and with individual faculty on specific departmental activities.
- In cooperation with other GA, plan and facilitate a two-day Visitation Program for prospective students: work with department chair to develop or revise visitation program presentations and opportunities for social interaction, manage housing and travel arrangements of visiting students, coordinate assistantship interview process.
- Create, design, and edit the bi-annual department newsletter, *Developments*, which goes out to over 900 alumni and faculty emerita.
- Maintain all social media outlets for the department including, but not limited to, Facebook, Twitter, and Instagram.
- Create graphics for department-sponsored events and announcements (i.e. Information Session, application deadlines, program marketing, etc.).
- Update and maintain the departmental website in cooperation with SAHE webmaster.
- Assist in the planning and implementation of SAHE Kick-Off in the Fall for first-year students.
- Maintain Alumni database using Microsoft Access.
- Enlist alumni support and involvement in various departmental activities (i.e. fundraising and conference receptions).
- Evaluate and redesign various informational/promotional materials including letters of correspondence, brochures, and posters.
- Work with the other GAs and faculty to accomplish department goals.
- In cooperation with other SAHE GA to plan and facilitate Fall Practicum/Recruitment Fair. Lead for Practicum Fair.
- Plan and order catering for SAHE events in conjunction with the department chair.
- Maintain the SAHE student listserv and the SAHE alumni listserv.
- Schedule events and reserve rooms, as requested.

- Update and edit the practicum supervisor spreadsheet and Alumni/Supervisor database.
- Maintain the upkeep of the office (Voicemail, storage closet, etc.).\*
- Other duties as assigned.

**Faculty Support**

- Assist department faculty with research efforts, including library searches, data collection and entry
- Assist faculty with their course syllabi and material preparation for classes and other projects
- Assist faculty with department, college, university, and professional service projects.
- Complete all other duties as requested

\*These duties may be changed in order to accommodate and use the expertise and experiences of GA.