### Job Description – Present

This position is broken down into 3 different areas all within the Academic Services Department. The Graduate Assistant would have responsibilities specifically assisting with Exploratory Students and SRU Gateway Students in addition to overall responsibilities within the Academic Services Department.

### Job Functions/Responsibilities – List the duties this graduate assistant will be expected to perform.

**GA Job Description pertaining to Academic Services:**

- Attend regularly scheduled weekly one on one meetings with supervisor
- Assist with the planning, preparation, and delivery of workshops for high schools in the Pittsburgh area
- Assist with driving responsibilities to transport students from Slippery Rock for high school visits and other activities as assigned (PA Driver’s License required)
- Collaborate with various offices on campus including the Office of Inclusive Excellence and the Career Education and Development Office to assist with the overall success of students
- Present on basic academic skills to freshmen students (time management, note-taking, test preparation, etc.)
- Assist with overall success and retention of SRU students
- Assist with regular assessment efforts
- Provide students with critical information on the liberal studies program, the degree audit, Banner, and basic advising timelines and procedures.
- Meet with students to assist them in making decisions about their academic programs and refer to the Office of Career Education and Development when necessary
- Serve as a student presenter in the FYRST Seminar Program on topics such as academic advising, registration, and the retention system.

**Exploratory Students:**

Brief Background:
Academic Services
Advisement, FYRST Seminar and Peer Leader Program

Students who choose Exploratory Studies as their major receive one–on–one advisement to help with their individual needs and concerns about choosing a major. Faculty within the Academic Services Department specifically serve as Exploratory Studies students’ advisor and assist students with learning about different majors and minors with the hopes of helping a student choose a major by their sophomore year.

GA Job Description pertaining to exploratory students:
- assist with the overall retention and success of Exploratory Studies students
- develop and implement innovative new programs to assist exploratory students
- collaborate with the Career Education and Development Office in helping students choose a major

SRU Gateway Students:

Brief Background:
Slippery Rock University applicants who have great academic potential, but were denied admission to SRU, have the opportunity to begin work toward an SRU degree by enrolling in the University’s newly created Gateway Program. The 13-credit, one-semester program is offered during the fall. The program provides students with personalized attention and smaller class sizes to prepare them for full enrollment at SRU beginning in spring semester.

GA Job Description pertaining to SRU Gateway:
- assist with the overall retention and success of students enrolled in the program up until their junior year
- assist with programs, workshops, and events that support the success of SRU Gateway students
- serve as co-advisor to students who serve as peer leaders for SRU Gateway students

Desired Qualifications – List the experiences and/or abilities you wish an applicant for this position to have.
- Experience working with a diverse population
- Effective oral and written communication skills
- Initiative to work effectively and creatively
- Ability to work independently and part of a team
- Proficient with Microsoft Office

Graduate Student Outcomes – List the skills/abilities the
- Program planning and implementation
- Advisory experience
- Experience working with a diverse student population
Academic Services
Advisement, Fyrst Seminar and Peer Leader Program

A graduate assistant can expect to learn in this position.

**Appropriate SRU Graduate Majors**
- List the SRU graduate programs that would be the most appropriate source of candidates for this position based on the job description and the expected learning experiences.

**Supervisor’s Expectations**
- Position requires 18.75 hours per week to be arranged with supervisor
- Evening and weekend work could be occasionally required
- Position is part of Student Success, therefore may have other duties assigned to by other offices within the division to assist with the overall recruitment and retention of students
- Position requires an individual with a lot of energy, creativity, a sense of humor, and a willingness to learn and have fun doing so

**Supervisor’s address:**
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