Office of Graduate Admissions
Graduate Assistantship Position Description

Department: Academic Services

G.A. Position: Coordinator for FYRST Seminar and Peer Leader Program and Academic Coach

Supervisor: Musiette Clay

Job Description:
The Department of Academic Services provides students, faculty, and administrators with academic information concerning University advisement programs, policies, procedures, and services. The Department further provides new students with an academic orientation to the University, houses the Exploratory Studies program, provides services for faculty advisors and training for new and continuing faculty who teach the FYRST Seminar, coordinates the Peer Leader Program for the FYRST Seminar, and assesses the FYRST Seminar, the Peer Leader Program, and university advisement processes. The office is also responsible for coordinating the FYRST Seminar/Learning Community Cluster (LCC) initiative. This initiative includes the development and coordination of the academic LCCs, assessing the success of the FYRST Seminar course, and recruiting and training faculty to teach the course.

Job Functions/Responsibilities:
FYRST Seminar and Peer Leader Program:
- Coordinate the Peer Leader Program for the FYRST Seminar.
- Assist in the recruitment, hiring, training, and monitoring of the FYRST Seminar Peer Leaders.
- Facilitate one-on-one supervision meetings with each Peer Leader when needed.
- Coordinate and facilitate bi-monthly professional development meetings for all Peer Leaders.
- Develop training workshops for the FYRST faculty and peer leaders to improve the retention of students.
- Serve as a graduate student presenter in the FYRST Seminar on topics such as academic advising, registration, and study skills.

Academic Advisement Services:
- Assist the director with the coordination of the advisement program, providing information to faculty and students.
- 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.
- Prepare and present College Skills Workshops (time management, note-taking, memory, test preparation, final exams, etc.) for the department.
- Provide outreach to academically at-risk exploratory advisees.
- Assist with completing schedules for first year orientation students during the spring.
- Has opportunity to attend spring orientation programs and/or fall visitation days for prospective students.

General Office Coordination:
- Maintain contacts with faculty and students prior to the implementation of various programs and workshops with respect to advisement topics and FYRST Seminar professional development.
- Assist in the assessment of the peer leader program, the FYRST Seminar program, and advisement services, compiling data and reports for improvements.
- Utilize creativity and technical expertise for D2L and web-site development, electronic communications, and positive marketing of department services.
• Show superb attention to detail and organizational skills in order to prepare resources for student and faculty workshops/training sessions and assist with the implementation of these sessions.

**Desired Qualifications:**
• Excellent written and oral communication skills
• Excellent knowledge of technology and computer skills
• Excellent people skills
• Strong organizational skills and creativity
• Good work initiative and ability to work independently

**Graduate Student Outcomes:**
• Program planning and implementation
• Academic advising experience
• Supervision experience
• Presentation skills
• Assessment skills
• Technology skills

**Appropriate SRU Graduate Majors:**
• Student Affairs in Higher Education
• Student Affairs in Higher Education with College Counseling
• Clinical Mental Health Counseling (concentrations in Addiction, Community, Adult, or School and Youth)
• Elementary Education
• Secondary Education

**Supervisor’s Expectations:**
• The student would be expected to work 17.5 hours a week Monday through Friday. These hours are primarily traditional office hours, 8:00 am – 4:30 pm.

**Contact Information:**
Musiette Clay  
Instructor  
Department of Academic Services  
109 Bailey Library  
Slippery Rock University  
Slippery Rock, PA 16057  
(724) 738-2012  
Fax: (724) 738-4497  
musiette.clay@sru.edu