**Honors Program**

**Graduate Assistant**

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<th><strong>Department:</strong></th>
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<td><strong>G.A.</strong></td>
<td>Graduate Assistant</td>
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<td><strong>Position:</strong></td>
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<td><strong>Supervisor:</strong></td>
<td>Dr. George Brown</td>
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**Job Functions/Responsibilities**

- Evaluate all Honors students’ materials for their extracurricular unit requirements.
- Supervise student volunteers during scheduled office hours.
- Maintain general office functions over the summer months (full-time GA position).
- Oversee the coordination of travel experiences for students to regional/local events and activities.
- Assist director and executive board in the planning and implementation of all Honors Program meetings.
- Represent the Honors Program office at Admissions Saturday Showcase events for prospective students and Orientation events for new SRU students.
- Coordinate and implement the Honors Peer Mentoring program.
- Work with the Honors Director to create Program-related publications and supplemental materials.
- Communicate / correspond with faculty, students, and regional and national offices to ensure success in all Program areas.
- Assist all Honors students who visit the office with needs, concerns, and special interests.
- Serve as liaison with the Honors director to the Residence Life office and the Honors living-learning floor activities and student needs.
- Contribute to the overall success of the Honors Program with new ideas and involvement as well as related projects of personal interest to the GA.

**Supervisor’s Expectations**

- The graduate student will work 17.5 hours a week in the office, at evening meetings, and scheduled weekend events.
- Characteristics of the ideal candidate include: high energy, enthusiasm, a positive perspective, the desire to serve the program and make it FUN!

**Supervisor’s address:**

Honors Program Office 1 Morrow Way
Slippery Rock, PA 16057

**Phone Number:** (724) 738-2435

**Email:** George.brown@sru.edu