<table>
<thead>
<tr>
<th><strong>GA for Student Intervention Services</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department:</strong></td>
</tr>
<tr>
<td><strong>G.A. Position:</strong></td>
</tr>
<tr>
<td><strong>Supervisor:</strong></td>
</tr>
<tr>
<td><strong>Job Description - Present a one paragraph description of the purpose for this position.</strong></td>
</tr>
</tbody>
</table>
| **Job Functions/Responsibilities - List the duties this graduate assistant will be expected to perform.** | • Assist in maintaining department’s university web page.  
• Represent office at selected SRU informational events and assist staff with new student orientation program presentations, FYRST seminars, or any other relevant educational outreach opportunities.  
• Review incoming case data and assign cases to the appropriate person for follow up.  
• Assist with the coordination and implementation of the Weekend of Welcome for new students.  
• Assist in reporting and accreditation statistical data and analysis.  
• Meet with students who have been referred to SI for lower level offenses:  
  - Academic, adjustment/transition, financial stress/loss, medical issues, conduct/behavioral issues  
• Assist in the creation and implementation of a curriculum for Graduate Resident Director Education on services and scenarios addressed by SIS.  
• Assist in creating any relevant marketing materials or informational materials to be distributed by the office. |
| **Desired Qualifications – List the experiences and/or abilities you wish an applicant for this position to have.** | • Strong written and oral communication skills.  
• Ability to work with a diverse population of students, faculty, and community members.  
• Respect and value the student population with awareness of student developmental stages.  
• Demonstrates high competency in using Microsoft office products |
| **Graduate Student Outcomes - List the skills/abilities the graduate assistant can expect to learn in this position.** | • Enhanced communication skills  
• Increased comfort in addressing issues of accountability  
• Increased programming facilitation abilities  
• Increased understanding of the development of college undergraduate students |
| **Appropriate SRU Graduate Majors – List the SRU graduate majors.** | • Student Affairs in Higher Education |
programs that would be the most appropriate source of candidates for this position based on the job description and the expected learning experiences.

- Education
- Counseling
- This position is open to any area of study

Supervisor’s Expectations – List the work expectations you, as the supervisor, have for this position. Include hours to be worked and preferred work schedule.

- Graduate assistant will be detail-oriented, responsible, committed to learning, and provide quality services to students, staff, faculty, and community members.
- Graduate assistant will maintain regular office hours for student meetings.
- Graduate assistant will maintain confidentiality of all records.
- Preference will be given to students who are first year graduate students able to make a two year commitment to the graduate assistantship,
- Preference will be given to graduate assistants who are able to begin training before the fall semester starts.

Supervisor’s address:
008 Old Main Slippery Rock University
Slippery Rock, PA 16057
United States

Phone Number: (724) 738-2507

Fax: (724) 738-4920

Email: karla.fonner@sru.edu