First-Generation Initiatives
Successful Transition and Academic Readiness (STAR) Program
2015 STAR Programming Assistant Job Description

Programming Assistant Qualifications:
• Earned a minimum of 30 credit hours by Spring 2015, be a graduate student or have demonstrated experience
• Have a minimum GPA of 2.5 (with a 3.0 preferred).
• Have the ability to relate to students from various cultural backgrounds.
• Have a commitment, interest and understanding in establishing and maintaining a helping relationship with students on a daily basis.
• Lived on campus for at least one semester at NAU by Spring 2015
• Currently enrolled as a full time student (12 credit hours).
• Ability to multi-task and communicate effectively.
• Able to complete and pass a two credit student development course with a B or better in the spring semester.
• Able to complete a van driver training course.
• Must pass a background check.

Programming Assistant Responsibilities:

Residential
• Attend and participate in all training programs and staff meetings.
• Assist in the planning, coordination and supervision of social, cultural, academic and recreational activities.
• Assist in all orientation programs for STAR students.
• Assist in the supervision of STAR students.
• Have an understanding and basic knowledge of NAU Residence Life housing policies and procedures.
• Provide peer counseling assistance to STAR students on an as-needed basis.
• Maintain an on-call status according to scheduling during program.
• Attend and assist in all meetings and activities with STAR students.
• Complete all required administrative duties such as weekly CAR logs and the program evaluation.
• Perform other duties as assigned by the Residence Hall Director and the STAR Program Director.
• Participate in weekend and evening activities during the STAR program, including the Thursday Night Series, Challenge Course, Community Service Day, Etiquette Dinner and Awards Ceremony.
• Assist full-time staff in program related projects and assignments.
• Know and use emergency procedures. Recognize a crisis situation and respond appropriately.

Mentoring
• Assist students in transitioning to the university environment.
• Develop the trust, respect, and confidence of assigned students.
• Make appropriate referrals to other staff members or services.
• Develop helpful relationships with various faculty/staff on campus in order to better support assigned students.
• Become knowledgeable of services provided by the Office of First-Generation Initiatives.
• Become knowledgeable of other student services at NAU.
• Assist with academic support for assigned students.

Administrative
• Become knowledgeable of liberal studies and major requirements.
• Establish and maintain weekly contacts with assigned students during the STAR program, and meet with them at least once a week during the program.
• Maintain individual student files and records that are accurate and up to date.
• Understand the financial aid process and provide appropriate advice to students.

Application Procedure: Completed Application, Resume, Cover letter and Spring class schedule delivered to the First-Generation Initiatives in the LEADS Center (Room 104 in the University Union) or email to Ulysses.Campos@nau.edu

Employment Dates:
May 18 to June 27, 2015 and two 4-hour spring semester trainings on a Saturday (tbd).

Compensation:
33/hrs/wk $12/hr plus Room and board

Personal Information:
First Name:______________________ Last Name:________________________
Student ID #:_____________ Gender:_______ Cumulative GPA:_____
Best Phone:__________________
NAU Email Address:__________________

Please Attach Resume, Cover letter and Spring class schedule:

Were you a STAR Participant?

Are you currently enrolled at NAU?

Are you eligible for Federal Work Study 2014?

Do you have any experience as a mentor for others (i.e. college or high school)?
Please list:

Essay Questions (Please answer each question in 3-5 sentences):
Why are you interested in working with the STAR Program?

What are your educational goals and career goals?

What experiences have you had that would assist you in your work with first-generation, ethnic minority, or Pell-eligible students?

Employment Dates: May 18 to June 27, 2015 and two 4-hour spring semester trainings on a Saturday (tbd).

PLEASE SUBMIT COMPLETED APPLICATION to the LEADS Center by 11:59 pm on Sunday, December 21, 2014 or email application and materials to Ulysses.Campos@nau.edu.

Authorization:
I authorize the staff of the First-Generation Initiatives program to review my academic and university records as part of the employment eligibility.

Applicant Electronic Signature (type full name):___________________________ Date:__________