First-Generation Programs

2022-2023 Graduate Assistantship

OVERVIEW:

The Office of First-Generation Programs at Northern Arizona University offers a collection of student-centered programs that serve various identities such as first-generation, income eligible, experienced time in foster care, and/or have a disability. First-Generation Programs is dedicated to increasing student access, engagement, persistence, and degree completion for first-generation college students at Northern Arizona University by creating an institutional climate that supports the unique needs of students we serve. Our programs provide experiences that maximize students' potential for growth and success in college and beyond, while promoting a timely graduation for students.

The First-Generation Programs Graduate Assistant works in a dynamic role in supporting and mentoring first-generation college students, developing social and academic programming for student scholarship participants, supervising Peer Mentor undergraduate employees, and ensuring an inclusive and welcoming environment with all student interactions. Additionally, the Graduate Assistant assists in the promotion of the department/office with prospective students and families through various university visit days. The Graduate Assistant position offers a chance to develop in professional competencies, while engaging in active graduate studies to apply theory-to-practice through schooling and work, where applicable.

STATUS:

During the 2022-2023 academic year the Graduate Assistant is responsible for the following time commitments:

- A working schedule of 20 hours per week during the Fall 2022 and Spring 2023 semesters
- Attending and completing all required trainings prior to the start of the Fall/Spring semesters (August/January Dates TBD)
- Completing occasional evening and weekend work outside of typical working hours
- Adjusting to peak times in the academic semesters, where work hours may exceed 20-hours per week

DUTIES AND RESPONSIBILITIES:

The Graduate Assistant will primarily support the First Scholars Program, aid in other First-Generation Program initiatives, and assist with the daily functions of the University Union Office. The following sections include, but are not limited to, the essential job functions of the Graduate Assistant:

First Scholars

- Serving as a mentor to first-generation college students in a scholarship program
- Meeting with the First Scholar, first-year students, to assist them with questions related to the program requirements, program funds, and overview
- Supporting students in their personal, academic, and social endeavors and being accessible to students during office hours
- Creating an inclusive environment among the students in the First Scholars program by helping to facilitate meaningful interactions through social events, workshops, one-on-one meetings, and retreats
- Connecting First Scholars to new resources such as academic support services, financial aid information, campus organizations/clubs, and/or professional development opportunities
- Assisting in the development and coordination of activities including kick off events, monthly social events, retreats, educational activities, and other opportunities for involvement
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- Working with and supervising Peer Mentor student employees in professional development, student interactions, and promotion of first-generation student success
- Leading and developing staff meetings for Peer Mentor student employees
- Assist with teaching and instructing NAU-100, a one (1) credit, 7.5-week, Transition to College course

First-Generation Outreach

- Serving as an ambassador in building awareness for programming and first-generation issues on campus
- Attending University Admissions events (i.e. Discover NAU, NAU Said Yes, NAUnity, and Transfer/Indigenous Visit days) to represent the Office of First-Generation Programs and recruit potential students into programs including but not limited to:
- Assisting in the maintenance of social media communication such as Facebook, Instagram, and other forms of communication outlets
- Assisting with database management with scholarship and student employee applications
- Supporting in University goals of student outreach in the forms of the First Year Success Inventory (FYSI), Midterm Grade cases, and Non-Enrollment Cases

First-Generation Programs Office Function

- Attending, participating, and/or leading bi-weekly department staff meetings
- Working with other First-Generation staff members (full-time, part-time, and other Graduate Assistant) in developing department programming and professional development
- Assisting with the daily function of the office including: welcoming students, staff, families, and other guests into the office, ensuring a clean and neat working space, and assisting with office organization
- Other duties as assigned by the department or supervisor of the Graduate Assistant

QUALIFICATIONS:

- Bachelor’s degree or completed Bachelor’s degree before position start date AND enrollment in a graduate program
- Experience mentoring/coaching students for success (preferred qualification)
- Verifiable experience working with marginalized/minority student populations
- Experience planning and implementing student events/workshops
- Demonstrated strong interpersonal, public relations, public speaking, and oral communication skills
- Computer competency including Microsoft Office Suite and database experience
- Background in understanding and interpreting campus/university resources

ENROLLMENT:

Employment is contingent upon admission to the NAU Graduate College AND acceptance into a graduate program at NAU. According to the Graduate College “To be awarded a graduate assistantship, students must be full-time, graduate degree-seeking students, with a GPA of 3.0 or higher. Students that are conditionally admitted to a graduate program due to a GPA below 3.0 upon admission are not eligible to receive a graduate assistantship.”  

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ENROLLMENT (Cont.):
As a condition for retention in this position, the Graduate Assistant must remain in good academic standing with NAU, which includes the following:

- Maintaining a minimum semester and cumulative GPA of 3.00 for all courses taken
- No more than six (6) units of “C” course grades
- No course grades of “D” or “F”
- Maintaining and completing of a minimum of nine (9) credit hours per academic semester(s) (Fall and Spring) which qualifies as a full-time graduate student

PERIOD OF EMPLOYMENT:

- It is encouraged that Graduate Assistant candidates view the assistantship as a two-year commitment (2022-2023 & 2023-2024 academic years). Graduate Assistant contracts are on a yearly basis, and the second year of employment will be contingent on a review of the candidates work in the first year.
- Employment begins approximately two weeks prior to the start of the Fall 2022 semester and runs through the end of the Spring 2023 Semester of the same academic year.
- Graduate Assistants are released for the semester at 5pm the Friday of finals week in December and at 5pm the Friday of finals week in May.
- Graduate Assistants are expected to return to work in January by the Monday before the start of classes.
- Graduate Assistants are off contract during specific dates for university closures such as Labor Day, Veterans Day, November holiday, Winter Break, and Spring Break.
- Graduate Assistants may not accept other on-campus employment during the contracted period.
  - Off-campus employment may be considered with prior discussion with professional staff.

REMUNERATION:

- $14,000 for 20 hours/week for academic year.
- 100% Tuition waiver
  - Please note that student fees and parking permits are not included. Graduate College Information regarding tuition waivers and assistantships can be found at: https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/
- Student health insurance plan subsidy
- Background Checks: All employment offers are contingent upon a criminal background investigation, employment history verification, and a fingerprint check.

HOW TO APPLY:

Applications may be emailed to: Ayrton.Peacock@nau.edu with Subject: FGP GA App 22-23

If you have questions or need further information, please contact:
Ayrton Peacock
Student Development Coordinator, Sr | First-Generation Programs
(928) 523-0624
nau.edu/first-gen
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COMPLETE APPLICATION INCLUDES:

- Cover Letter, including the following:
  - Introduction including your background and undergraduate experience
  - Answer the following questions:
    - What qualities and/or traits will you bring to this position?
    - What is your experience or familiarity working with first-generation college students?
    - How would this assistantship benefit your graduate experience and professional career?
- Resume
- Three References (Name and basic contact information)

EQUAL EMPLOYMENT OPPORTUNITY

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples. EEO Law Poster NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.