Wilson Family Lumberjacks Thrive Graduate Assistant - Job Description 2022

Northern Arizona University's Office of Alumni Engagement has recently launched the new initiative, Lumberjacks Thrive. Through private philanthropic investment, this program will allow NAU to accelerate and expand a thriving Lumberjack community for students and alumni. It is these factors that inspire students to apply their learning beyond the classroom for transformative experiences, impacting their professional and personal lives, long after graduation.

The Graduate Assistant will be integral in the university’s efforts to strengthen the Lumberjack community through connection and engagement programming. Specifically, the Graduate Assistant will help implement, in partnership with full-time staff, the following Lumberjacks Thrive programming:

- **Execute a Thriving Lumberjacks Grant Program** to support student clubs and organizations interested in engaging alumni in their student-led events, activities, and philanthropy. The Grants program can support programming such as alumni panels or guest presenters on topics of interest, social gatherings of alumni and students, or travel expenses for students to tour alumni-led companies and organizations.

- **Pilot a Lumberjacks Thrive Externship Program** to connect students with top-level Lumberjack executives for a multi-day experience of career exploration and discovery. The program would support student and executive alumni matchmaking, travel, and lodging. The Graduate Assistant’s role for the externship program is to provide support to student externs while they are building relationships with their host mentors and aid full-time staff in various tasks supporting the externship program.

- **Foster a dynamic Lumberjacks Thrive Community and annual celebration** creating connections between NAU graduates and current students, matchmaking for shared career goals and personal passions. This connection can take the form of career mixers, professional development, social gatherings, etc.

**JOB FUNCTIONS AND STANDARDS**

- Participate in the design, outreach, implementation, and evaluation of Lumberjacks Thrive programming
- Guide student clubs and organizations to connect and build community with NAU alumni through student-led events, activities, and philanthropy
- Serve as the main point of contact for the Lumberjacks Thrive Grants program
- Support the externship program
• Assist with program monitoring, evaluation, and reporting
• Develop and plan annual celebration of Lumberjacks Thrive community of student and alumni mentors
• Participate in weekly staff meetings
• Attend planned alumni and student events
• Provide thorough, timely, and professional correspondence with all partners during planning for, and in follow-up to, all events and activities
• Support overall alumni and donor stewardship efforts
• Serve as a knowledgeable role model and demonstrate willingness to seek out new resources to expand connections between students and alumni
• Facilitate student and alumni outreach throughout the academic year
• Demonstrate openness to feedback from supervisors and willingness to grow
• Develop professional relationships with faculty/staff, student leaders, and alumni
• Other duties as assigned

MINIMUM QUALIFICATIONS
• Bachelor’s degree
• Accepted in a graduate program at Northern Arizona University
• Must be able to work 20 hours per week during the academic year

PREFERRED QUALIFICATIONS
• One year experience working in a Higher Ed environment
• Two years’ experience in project management
• Familiarity with engagement principles
• Effective oral and written communication skills
• Detail oriented
• Computer competency including Microsoft Office Suite and general data experience

KNOWLEDGE SKILLS AND ABILITIES
• Ability to problem solve and make decisions with limited guidance
• Ability to develop and maintain effective working relationships
• Ability to work effectively with people from a variety of culturally diverse backgrounds
• Ability to work individually and as a contributing member of a team
• Ability to assist in the creation/marketing/facilitation of program events
• Ability to cultivate positive relationships with students
• Ability to manage time effectively, prioritize and meet deadlines
• Ability to demonstrate knowledge of alumni engagement and philanthropy in a university setting

DISCLAIMERS
• Must NOT work more than 15 hours per week in another on campus job
• Must commit to a full academic year (Fall 2022-Spring 2023), preferred 2-year commitment (Fall 2022-Spring 2024)
• Occasional weekend/evening work required
TERMS OF EMPLOYMENT

Enrollment: Employment is contingent upon admission to the 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.” (https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/)

As a condition for retention in the role, the Graduate Assistant must remain in good academic standing, which includes the following: 1) maintaining a minimum semester and cumulative GPA of 3.00, 2) no grades of C or below, and 3) completion of a minimum of nine (9) credit hours in both Fall and Spring semesters which apply toward graduation.

Period of employment: Employment begins approximately two weeks prior to the start of the Fall semester and runs through the end of the Spring semester of the same academic year. The Wilson Family Lumberjacks Thrive Graduate Assistant will be released for the semester at 5pm the Friday of Finals Week in December and at 5pm the Friday of Finals Week in May. Graduate Assistant is expected to return to work in January by the Monday before the start of classes. Graduate Assistant is off contract during specific dates of the Thanksgiving holiday, Winter Break, and Spring Break. There is potential for part-time employment during academic breaks and summer.

Graduate Assistant is hired under a provisional contract that carries a probationary period of one semester during which employment status will be reviewed. It is encouraged that Graduate Assistant candidates view the assistantship as a two-year commitment.

Work Hours: This position is part-time, approximately 20-hours per week with some weekend and evening commitments. Please note that there are some peak times where work hours may exceed 20-hours per week. Graduate Assistant may not accept other employment during the contracted period.

Remuneration: A stipend of at least $14,000 for a 9.5 month contract based on start date, student health care plan, meal plan, 100% tuition remission and funds for professional development and related travel. 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/

Background Checks: All employment offers are contingent upon a criminal background investigation, employment history investigation, and a fingerprint check.

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.
**HOW TO APPLY:**
Applicants must submit all application materials as a combined PDF: alumni@nau.edu
Subject: Lumberjacks Thrive GA Application 2022

For further information, please contact Eva Johnson at Eva.Johnson@nau.edu or 928.523.0291.

**Complete APPLICATION includes:**
**Cover Letter** (should include)
- Introduction
  - Answer the following questions:
    - What experience, skills and qualities will you bring to this position?
    - What is the value of engagement between alumni and students?
    - How would this assistantship benefit your graduate experience?

**Resume**
**Recommendation letters (2)**

**APPLICATION DEADLINE:**
- March 4, 2022 @ 5:00pm*
  - *Counseling – Student Affairs candidates must apply no later than February 15, 2022 @ 5:00pm