

## Lumberjack Care Center

### **Graduate Assistant Position Announcement 2023-24 Lumberjack CARE Center**

Operating from a central location, the Lumberjack CARE Center strives to equitably foster student development and success. To break down barriers for all students, we address concerns such as food insecurity, financial needs, and wellness. By collaborating with on-campus and community partners, we refer students to supportive services that best meet their needs. Focusing on case management, advocacy, resources, and essentials, the Lumberjack CARE Center serves the diverse needs of each student.

#### **Position Purpose**

- To allow a graduate student the opportunity to gain experience in a variety of case management and essential needs programs and initiatives.
- To support the Lumberjack CARE Center staff by developing, coordinating, facilitating, and supporting programs and services.
- To enhance the Graduate Assistant's academic and professional experience by working with various CARE Center staff and programs.

#### **Responsibilities Include:**

- Assist with non clinical case management of students who are experiencing illness, academic struggles, basic needs insecurity or mental health concerns.
- Assist with promotion and marketing of CARE Center programs and initiatives.
- Support students who have experienced significant personal events through the Faculty Notification Request process.
- Assist with intake and administrative functions related to the Lumberjack Emergency Assistance Fund (LEAF) including meeting with students and communication with the NAU Foundation.
- Assist CARE Center staff in family program development, execution and evaluation including Lumberjack Family Hub, Family Weekend and other program support as needed.
- Provide assistance to families and students during Student Assistance/Walk-in hours regarding a variety of student issues/needs including crisis, personal and medical concerns.
- Represent Lumberjack CARE Center at various outreach programs, resource fairs, and presentations.
- Coordinate and assist with other programs and responsibilities in the Lumberjack CARE Center as needed.
- Assist in providing supportive measures to students involved in sexual misconduct situations.

### **Time Commitment & Compensation:**

- The Graduate Assistant position includes a stipend of \$16,000 for the 2023-2024 academic year.
- The stipend will include 100% tuition remission and health insurance benefits.
- The Graduate Assistant position will involve 20 hours per week.
- The Graduate Assistant position will include several night and weekend time commitments including Family Weekend in fall.

### **Qualifications**

- Enrolled as a full-time degree seeking graduate student at Northern Arizona University.
- Be a team player yet self-motivated regarding the responsibilities you maintain and take on within the office.
- Committed to students, their success, and have an interest in and/or familiarity with student development theory.
- Excellent written, verbal, and organizational skills.
- Be in good academic, financial, and disciplinary standing with the university throughout your period of employment.

**Application due by midnight April 1, 2023**

**Application Materials will include a letter of interest and a current resume.**

### **HOW TO APPLY:**

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