

Transfer Jacks Peer Mentoring Graduate Assistant

Overview

This position will work closely with the Transfer Jacks Coordinator and Director of Transfer and Online Connections (TOC) to assist prospective and current Flagstaff Mountain Campus transfer students with their transition to NAU and their retention at the university. Our work in TOC is collaborative and student-centered with the goal of connecting students with each other, helping them access resources, preparing them for academic success, while creating a sense of community.

Job Duties

Supervision

- Recruit, hire, train, and evaluate approximately 12-16 transfer peer mentors
- Assist with the facilitation of peer mentor trainings, weekly staff meetings, and professional development opportunities
- Co-supervise mentors, including observing mentee meetings, providing timely and immediate feedback, developing positive working relationships and community, as well as supporting mentors with professional development opportunities within the program
- Conduct weekly 1:1 meetings with mentors (approximately 4 hours per week total)
- Review and approve payroll each week between Sunday evening and Monday by 10am; review mentors' weekly reports and respond appropriately and timely to issues and concerns

Program Support

- Develop student resources, take the initiative in creating materials for mentors to distribute to mentees, and collaborate with colleagues at the university
- Be accountable for timelines and deadlines set for mentors; meet deadlines provided by the Coordinator and Director
- Lead projects in support of the program, finding opportunities for senior mentors and mentors to contribute
- Assist in developing, facilitating, and evaluating the effectiveness of events and activities for transfer students
- Be creative and forthcoming with new ideas on how to improve the program
- Assist with marketing, social media, and outreach efforts
- Represent Transfer and Online Connections at tabling and expo events across NAU (recruitment and Orientation); give presentations about services as necessary or requested
- Mentor a caseload of students, as needed
- Support the management of an email mailbox for the program as needed

- Assist with Tau Sigma National Honor Society, and other programming as assigned

Data and Reporting

- Monitor mentors' data entry and record keeping and generate reports
- Assist with program assessments and surveys
- Develop, facilitate, and evaluate the effectiveness of events and activities for transfer students

Other duties as assigned

Reports to

The Transfer Jacks Graduate Assistant will report to the Transfer Jacks Coordinator

Minimum Qualifications

- Bachelor's degree
- Accepted into a graduate program at Northern Arizona University
- Reliable access to computer, phone, and internet
- Must be able to work 20 hours per week during the academic year

Preferred Qualifications

- Experience in building collaborative relationships and supervising and training others
- Experience working with diverse individuals; ability to create an inclusive work environment and inclusive services
- Computer competency including Microsoft Office Suite and database experience
- Familiarity with university online systems (e.g., LOUIE, BB Learn, etc.)
- Priority will be given to individuals who can work for two full academic years
- Preference would be given for those who would be willing to work summer hours for additional compensation
- Flexible availability – willing and able to adjust schedule to meet with mentors 1:1 during daytime and evening hours and to participate in one evening staff meeting during the week

Knowledge, Skills, and Abilities

- Strong verbal and written communication skills
- Strong organizational skills and attention to detail
- Ability to work well independently and as part of a team
- Ability to take initiative on projects and see them to fruition under minimal supervision
- Flexibility and adaptability
- Ability to thrive in a fast-paced, dynamic environment
- 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 assist in the creation/marketing/facilitation of program events
- Ability to cultivate positive relationships with mentors and assigned mentees
- Ability to manage time effectively, prioritize and meet deadlines
- Ability to demonstrate knowledge of NAU support services, programs, processes, systems, and policies

Salary

- \$16,000 Stipend
- Full Tuition Benefits
- Health Insurance

Training

- Fall training starts three weeks before the beginning of the school year 2023-2024
- Additional required trainings may be held during the semester

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 towards graduation.

Period of Employment

The Graduate Assistantship begins approximately three weeks prior to the start of the Fall semester, with at least 20 hours of training the first week of employment, and as assisting with training of mentors and Orientation the consecutive weeks prior to the start of the semester. The assistantship runs through the end of the Spring Semester of the same academic year. Graduate Assistants for Transfer Jacks Mentoring 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 that is the week before the start of classes to participate in retraining of mentors and Orientation. Graduate Assistants are off contract during specific dates of the Thanksgiving holiday, Winter Break, and Spring Break.

All Graduate Assistants are 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 when work hours may exceed 20-hours per week. Graduate Assistants may not accept other employment within the university during the contracted period.

Remuneration

A stipend of at least \$15,000 for a 9 ½ month contract based on the start date, student health care plan, and 100% tuition remission. 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.

How to Apply

Applications may be emailed to: TOC@nau.edu

Subject: Transfer Jacks GA Application 2023-2024

For further information, please feel free to contact:

- Stacey Calvert at Stacey.Calvert@nau.edu / 928.523.8648
- Katherine Lawlor at Katherine.Lawlor@nau.edu / 928.523.1115

Complete Application includes:

- **Cover Letter** (should include)
 - Introduction
 - Answer the following questions:
 - What qualities and/or traits will you bring to this position?
 - What role does mentoring play in the success of transfer students?
 - How would this assistantship benefit your graduate experience?
- **Resumé**
- **Three References** (name and contact information including email address)

Application Opens: December 1st, 2022 @ 8:00am

Application Deadline: March 1st, 2023 @ 5:00pm (All application materials)

Equal Employment Opportunity

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. EEO Law Poster: <https://www.dol.gov/sites/dolgov/files/ofccp/regs/compliance/posters/pdf/eeopost.pdf>
Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples. NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.