The Graduate Assistant for Residential Colleges role is a 9 ½ month, part-time position that reports directly to a Full-Time Coordinator for Residential Colleges. This position assists with the administration of various aspects of the Residential College program.

**KNOWLEDGE AND SKILLS**

- Basic knowledge of Student Affairs practice, theory, and assessment or enrollment in a related graduate program (preferred).
- Understanding of first year transitional issues and learning communities.
- Ability to work independently and meet multiple task deadlines.
- Ability to establish and maintain effective student, staff, and faculty relationships.
- Understanding of and commitment to a multicultural/diverse campus community.
- Excellent written and oral communication skills.
- Awareness of and commitment to the mission, values, and Commitment to Inclusive Communities of Housing and Residence Life and the mission and values of Northern Arizona University

**QUALIFICATIONS**

Bachelor's degree, experience working in a learning community or residential college, residence hall (i.e. RHA/RA), and/or peer mentoring, and acceptance into an NAU graduate program, preferably the M.Ed. Counseling- Student Affairs program.

**General Responsibilities**

The GA of Residential Colleges is a live-in position, responsible for supervising upper division student leaders called Residential College Ambassadors (RCAs), assisting with program planning for each assigned community, interacting with students in the Residential Colleges, and providing professional development opportunities for RCAs through weekly staff meetings and one-on-ones. The GA assists in the training and ongoing development of the RCA staff throughout the year. This position provides the unique opportunity to engage with campus partners from within student affairs and academic affairs (Career Development, Academic Advising, Academic Success Centers, etc.) and to work closely with faculty members within the Residential College.

**SPECIFIC RESPONSIBILITIES**

**Residential College Ambassador Training & Supervision (60% of Role Responsibility)**

- Meet and communicate regularly with the Residential College Ambassadors (individually) to evaluate work performance and support program needs.
- Meet and communicate regularly with assigned Residential College Ambassadors as a staff to share
departmental updates and needs and gather input from RCAs as needed.

- Assist with the regular approval of payroll hours completed by each Residential College Ambassador. Monitor the reported hours for accuracy and fairness for both the Residential College Ambassador and the department.
- Assist with the training of Residential College Ambassadors during the fall and spring semesters.
- Work in conjunction with the Coordinator of Learning Communities to provide assessment of each Residential College Ambassadors’ work performance twice a year.
- Assist with hiring and payroll paperwork required for Residential College Ambassadors; ensure that FERPA, Sexual Harassment, CERT, Loss Prevention and Information Securities Essential Trainings are completed on-line during first 30 days of fall employment.

**Data Management (20% of Role Responsibility)**

- Oversee and monitor the use of StarRez for tracking various programs offered to Residential College students throughout the semesters; ensure that the Residential College Ambassadors are meeting their programming requirements on a semester-by-semester basis.
- In support of university goals, monitor Salesforce (online database) for the completion of Freshman Outreach meetings and ongoing individual meetings conducted and recorded by the Residential College Ambassadors throughout the academic year.
- Become familiar with StarRez, CIVITAS, and Salesforce as data sources as they pertain to Residential College students.

**Professional Development / Training / Presentations (10% of Role Responsibility)**

- Participate in ongoing professional development and trainings opportunities throughout the year through attendance at Hall Leadership meetings, Professional Development presentations, Pro-Staff and Student Staff Training.
- Serve on a Housing and Residence Life committee annually.
- Serve on a Residential College Council with faculty, Hall staff, and Residential College Ambassadors.
- Prepare presentations, as requested, regarding Residential Colleges for Foundations, RA Training, RCA Training, and the RC Advisory Council.
- Attend centralized Student Staff trainings and socials/events in addition to departmental events throughout the academic year when required by your supervisor.

**Assessment (5% of Role Responsibility)**

- Assist in promoting assessment instruments used for gathering data from learning community members with the Residential College Ambassadors and students. Examples include the EBI Survey, RC Survey, Freshmen Outreach Profiles, and any other university-wide assessment instrument utilized.
- Assist Coordinators with establishing the criteria/practice for measuring learning outcomes and student satisfaction including development and administration of surveys.
- Monitor learning outcomes as identified by each Residential College to see if goals are being met through programming.

**Other Job Responsibilities (5% of Role Responsibility)**

- Support any rules or regulations in place by the department including assisting with addressing student conduct issues and/or assisting with emergency procedures as needed.
TERMS OF EMPLOYMENT

Enrollment: Employment is contingent upon admission to the Graduate College and acceptance into a graduate program at NAU, preferably the M.Ed. Counseling- Student Affairs program. 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: Employment begins approximately mid-July and runs through the end of the Spring Semester of the same academic year. The Graduate Assistant for Residential Colleges is 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 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: The Graduate Assistant will work approximately 20 hours per week including evening and weekend commitments in addition to regularly scheduled office hours. Weekend and evening commitments could include the following: regular staff meetings, opening/closing periods, Labor Day holiday weekend, Homecoming Weekend, Family Weekend, Martin Luther King Jr. holiday weekend, and interview days. Graduate Assistants may not accept other employment during the contract period.

Remuneration: A stipend of at least $12,000 for a 9 ½ month contract (summer employment upon availability), student health care plan, furnished on-campus apartment, and meal plan, 100% tuition remission-fees not covered. An additional stipend is provided for training during the summer. The Graduate Assistant is obligated to adhere to the policies of their residential community, the Office of Housing and Residence Life, and Northern Arizona University.

Graduate College Information regarding tuition waivers and assistantships can be found at https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/

Background Checks:
A criminal background investigation, employment history investigation, and a fingerprint check will be performed prior to employment offer.
Housing and Residence Life

GRADUATE ASSISTANT FOR STAFF AND COMMUNITY DEVELOPMENT

Position Description

The Graduate Assistant for Staff and Community Development role is a 9 ½-month, part-time position that reports directly to the Coordinator for Staff and Community Development and is a part of the Housing and Residence Life leadership team.

KNOWLEDGE AND SKILLS

- Effective oral and written communication skills; ability to communicate effectively with individuals from a variety of culturally diverse backgrounds
- Knowledge of administrative practices; organizational skills
- Ability to work independently and meet multiple task deadlines
- Ability to establish and maintain effective student and staff relationships
- Understanding of and commitment to a multicultural/diverse campus community
- Awareness of and commitment to the mission, values, and Commitment to Inclusive Communities of Housing and Residence Life and the mission and values of Northern Arizona University

QUALIFICATIONS

Bachelor’s degree, residence hall experience, and acceptance into an NAU graduate program, preferably the M.Ed. Counseling-Student Affairs program.

General Responsibilities

The GASCD position is responsible for the overall management and supervision of the Community Development Center (CDC), a resource center for student staff members, while also supporting department-wide initiatives related to staff training and community development. The GASCD has the unique opportunity to co-advice the Dr. Neil Potter Chapter of the National Residence Hall Honorary (NRHH), co-teach the 2-credit RA Pre-Training Service course, and assist in the development of training sessions for staff.

GENERAL AND ADMINISTRATIVE RESPONSIBILITIES

- Management of daily administrative processes.
- Participate in a variety of weekly meetings including departmental professional development meetings, departmental business meetings, supervisory and committee meetings.
- Develop positive working relationships with other departments.
- When supported by the Coordinator for Staff and Community Development, this role may also be given the opportunity to hear student conduct cases on behalf of Housing and Residence Life.
- Other projects and duties as assigned by supervisor.
SPECIFIC RESPONSIBILITIES

COMMUNITY DEVELOPMENT CENTER MANAGEMENT & SUPERVISION

- Manage the daily operations of the Community Development Center which provides programming and community resources to residence hall leaders.
- Complete hiring paperwork required for Community Development Assistants; ensure that FERPA, Sexual Harassment, CERT, Loss Prevention and Information Securities Essential Trainings are completed online during the first 30 days of fall employment.
- Supervise, train and evaluate Community Development Assistants who are responsible for staffing the Community Development Center.
- Regularly approve payroll hours completed by each Community Development Assistant. Monitor the reported hours for accuracy.
- Work with the Community Development Assistants to monitor the use of resources and replenish supplies for the Community Development Center.
- Administer and monitor Community Development Center budget and purchasing decisions.
- Provide information regarding campus events and Community Development Center updates through the weekly newsletter.
- Initiate change and develop and implement new ideas and concepts to improve the quality of programming and community development within the residential communities.
- Work with staff members individually to encourage growth and development.
- Facilitate bi-weekly staff meetings to further train Community Development Assistants and gain insight into trends within the Community Development Center.

Co-Advising National Residence Hall Honorary (NRHH)

- Serve as a co-advisor to the Dr. Neil Potter Chapter of the National Residence Hall Honorary.
- Attend NRHH general and executive board meetings as well as large-scale events.
- Assist students in planning and implementing leadership, recognition, and service initiatives.
- Communicate with Co-Advisor about group and individual needs.
- Attend weekly one-on-ones with each NRHH executive member in conjunction with co-advisor advisor.
- Opportunity to attend Regional IACURH conferences as well as NACURH conferences.

Professional Development, Training, and Presentations

- Participate in the ongoing professional development and training opportunities throughout the year through attendance at Hall Leadership meetings, Professional Development presentations, Pro-Staff, and RA Training.
- Serve on a Housing and Residence Life committee annually in addition to the Student Staff Training Committee.
- Prepare presentations, as requested for Student Staff Training.
- Attend centralized Student Staff training, all staff meetings, and socials/events in addition to departmental events throughout the academic year when required by your supervisor.
STAFF TRAINING AND DEVELOPMENT RESPONSIBILITIES

- Under the direction of the Coordinator of Staff & Community Development, develop and implement professional staff, graduate staff, and student staff training. This may include student staff training, graduate and full-time staff training and professional development presentations.
- Development of resource and instructional materials for training, assessment of staff training and implementation of feedback to continually improve and enhance these efforts.
- This role may also be given the opportunity to serve as an instructor for EPS 406: The Resident Assistant Pre-Service Training Course.
- Attend All Staff Meetings and support professional and student staff when needed.

PROMOTION OF THE SOCIAL INTEGRATION AND DEVELOPMENT OF RESIDENTIAL STUDENTS AND COMMUNITIES

- Support of active and passive educational programming in the halls based on the Model of Development and Learning (MoDL), incorporating the Theory of Self-Authorship and focusing on the areas of Self, Relationships & Community, Success Skills, and Integration.
- Create and/or provide passive and active programming resources available through the Community Development Center and electronic modalities.
- Active interdepartmental collaboration related to educational topics.
- Promote the involvement of NAU faculty and staff in developing programming.
- Serve as a resource for RAs and RHDs related to community building efforts in their specific halls and any campus-wide efforts.
- Develop an inclusive and welcoming environment for residents and staff; be aware of current events and issues that may impact students; support the HRL Commitment to Inclusive Communities.
- Possess a strong understanding and commitment to the development of students.
- Support any rules or regulations in place by the department including assisting with addressing student conduct issues and/or assisting with emergency procedures as needed.

ADMINISTRATIVE RESPONSIBILITIES

- Management of daily administrative processes.
- Participate in a variety of weekly meetings including departmental professional development meetings, departmental business meetings, supervisory and committee meetings.
- Develop positive working relationships with other departments.
- When supported by the Coordinator of Staff and Community Development, this role may also be given the opportunity to hear student conduct cases on behalf of Housing and Residence Life.
- Other projects and duties as assigned by supervisor.
- Maintain office hours as determined by community needs.
- Attend scheduled weekly departmental Hall Leadership Meetings and other staff meetings, workshops, and development opportunities.
- Actively participate in one departmental committee per academic year in addition to the Student Staff Training Committee. This additional committee may be co-instruction of EPS 406 during the first year of employment.
- Review and authorize expenditures for operational use; ensure budgetary and purchasing card guidelines are followed.

**TERMS OF EMPLOYMENT**

**Enrollment**: Employment is contingent upon admission to the Graduate College and acceptance into a graduate program at NAU, preferably the M.Ed. Counseling- Student Affairs program. 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/](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**: Employment begins approximately mid-July and runs through the end of the Spring Semester of the same academic year. The Graduate Assistant for Staff and Community Development is 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 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 where work hours may exceed 20-hours per week. Graduate Assistants may not accept other employment during the contracted period.

**Remuneration**: A stipend of at least $12,000 for a 9 ½ month contract based on start date (which includes July/August training periods), student health care plan, furnished on-campus apartment, meal plan, and 100% tuition remission. Please note that student fees and parking permits are not included. The Graduate Assistant is obligated to adhere to the policies of their residential community, Housing and Residence Life, and Northern Arizona University. Summer employment opportunities with HRL may be available.

Graduate College Information regarding tuition waivers and assistantships can be found at [https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/](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.
The Graduate Assistant Residence Hall Director (GARHD) role is a 9 ½-month, part-time position that reports directly to a Full-Time Residence Hall Director (RHD) and is a part of the Housing and Residence Life Hall Leadership team.

KNOWLEDGE AND SKILLS
- Effective oral and written communication skills; ability to communicate effectively with individuals from a variety of culturally diverse backgrounds
- Knowledge of administrative practices; organizational skills
- Ability to work independently and meet multiple task deadlines
- Ability to establish and maintain effective student and staff relationships
- Understanding of and commitment to a multicultural/diverse campus community
- Awareness of and commitment to the mission, values, and Commitment to Inclusive Communities of Housing and Residence Life and the mission and values of Northern Arizona University

QUALIFICATIONS
Bachelor’s degree, residence hall experience, and acceptance into an NAU graduate program, preferably the M.Ed. Counseling- Student Affairs program.

GENERAL RESPONSIBILITIES
The GARHD is a live-in position responsible for assistance with the administration and operation of a residential community. GARHDs are expected to enhance the living environment of the residence hall through staff and student development, resident outreach, community building, attention to facilities, and administrative organization including staff supervision. GARHDs assist with managing larger communities on campus.

SPECIFIC RESPONSIBILITIES
**Staff Supervision and Development:**
- Hire, train, supervise and evaluate Resident Assistants within the co-supervision model with a Full-Time Residence Hall Director.
- Attend and assist in facilitating departmental Student Staff training. Plan and implement in-hall staff training sessions.
- Work with staff members individually to encourage growth and development.
- Organize and facilitate staff development activities to promote a strong sense of team and support, and to respond to staff concerns.
- Guide Resident Assistants in the implementation of the departmental Model of Development and Learning (MoDL) and resident outreach at the hall level. Hold Resident Assistants accountable to the implementation of community building expectations.
- Develop skills of Resident Assistants in peer helping and referral techniques.
- Provide staff members with ongoing positive and constructive feedback. Handle individual staff concerns as they arise.
- Facilitate weekly staff meeting in conjunction with Full-Time Residence Hall Director. Student Staff meetings are scheduled for Wednesday nights from 7:00 p.m. – 9:00 p.m. weekly.
- Provide functional supervision to a student Desk Manager charged with oversight of hall front desk operations and desk staff supervision in conjunction with central HRL staff.
**Student and Community Development:**

- Interact with students from a wide variety of age groups and social backgrounds, providing them with personal and administrative support necessary in developing an inclusive community.
- Develop an inclusive and welcoming environment for residents and staff; be aware of current events and issues that may impact students; support the HRL Commitment to Inclusive Communities.
- Possess a strong understanding and commitment to the development of students.
- Assist in co-advising the elected Community Council officers and students to coordinate an effective hall organization and attend weekly community council meetings.
- Work with students to develop and maintain an atmosphere conducive to study and community living, and encourage students to take responsibility for developing a community atmosphere.
- Implement the departmental MoDL into community building efforts, incorporating self-authorship theory, to promote the development of Self, Relationships & Community, Success Skills, and Integration.
- Collaborate with HRL Residential College staff to support the Residential College program including programmatic, administrative, and student staff (Residential College Ambassadors).
- Support the Inclusion and Diversity (ID) Scholar program in hall with oversight by the Office of Inclusion: Multicultural & LGBTQIA Student Services.
- Counsel, advise, and provide appropriate referrals for residents in need of professional services, resources, and support.
- Address emergency or crisis situations appropriately as they arise.
- Apply conflict resolution skills and counseling techniques when responding to student crisis situations, roommate conflicts, student concerns, etc.
- Be familiar with and enforce the rules and regulations of Northern Arizona University (Student Code of Conduct) and Housing and Residence Life (Standards of Residence).
- Direct hall-level student conduct efforts and serve as a hearing officer for Housing and Residence Life and the Office of Student Life. Address inappropriate behavior of students incorporating a student development perspective and in following due process, determine fair and appropriate educational sanctions, and complete appropriate documentation (via Advocate). Make conduct and counseling referrals as appropriate.
- Initiate change and develop and implement new ideas and concepts to improve the quality of life within the residence hall.

**Administration:**

- Communicate regularly with Full-Time Residence Hall Director and Assistant Director by providing accurate and detailed information, and keeping supervisor informed of events in the hall on a timely basis.
- Maintain office hours as determined by community needs.
- Attend scheduled weekly departmental Hall Leadership Meetings and other staff meetings, workshops, and development opportunities.
- Actively participate in one departmental committee per academic year. This committee may be co-instruction of EPS 406 during the first year of employment.
- Provide and share on-call coverage for campus within assigned zone; evening and weekend coverage.
- Assist in the management of hall opening and closing at the beginning and end of each semester, implementing processes determined by community needs. Submit summary closing report at the end of each semester.
- Assist with residence hall operations including student room assignments, in-hall and between-hall transfers, paid vacancy sales, and other housing functions.
- Serve as a liaison to departmental Facilities Coordinator(s). Report, track, and follow up on facilities issues in the hall. Advocate for facilities improvements to enhance student development and academic success within a residential setting.
- Utilize housing software database to manage facilities work orders, hall occupancy, hall resources, student programming reports, student employment, etc. (StarRez).
- Tour and inspect facilities to ensure building security and safety; recommend modifications in policy and procedure to upgrade safety and security of facilities.
- Review and authorize expenditures for hall programmatic and operational use; ensure budgetary and purchasing card guidelines are followed.
TERMS OF EMPLOYMENT

- **Enrollment**: Employment is contingent upon admission to the Graduate College and acceptance into a graduate program at NAU, preferably the M.Ed. Counseling-Student Affairs program. 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/](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**: Employment begins approximately mid-July and runs through the end of the Spring Semester of the same academic year. Graduate Assistant Residence Hall Directors are released for the semester at 5pm the Sunday after Finals Week in December and at 5pm the Monday after Finals Week in May. Graduate Assistants are expected to return to work in January by the Monday before the start of classes. GARHDs 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 GA candidates view the assistantship as a two year commitment.

- **Work Hours**: This position is part-time, *approximately* 20-hours per week with weekend and evening commitments, including assigned on-call hours. Please note that there are some peak times where work hours may exceed 20-hours per week.

GARHDs are expected to be on campus at least two weekends each month and for the following events and departmental processes: Fall and Spring Hall Opening and Closing, Labor Day weekend, Homecoming, Family Weekend, Martin Luther King Jr. weekend, and RA selection interview days. HRL staff are also expected to attend departmental and University-wide programs and functions as directed.

Graduate Assistants may not accept other employment during the contracted period.

- **Remuneration**: A stipend of at least $12,000 for a 9 ½ month contract based on start date (which includes July/August training periods), student health care plan, furnished on-campus apartment, meal plan, and 100% tuition remission. Student fees and parking permits are not included. The Graduate Assistant is obligated to adhere to the policies of their residential community, Housing and Residence Life, and Northern Arizona University. Summer employment opportunities with HRL may be available.

Graduate College Information regarding tuition waivers and assistantships can be found at [https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/](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.

*Revised October 2018*
Supplemental Instruction

GRADUATE ASSISTANT APPLICATION

The Northern Arizona University (NAU) Academic Success Centers (ASC) offer academic support services through a variety of programs. These programs include 1:1 tutoring, online tutoring, drop-in tutoring, Supplemental Instruction (SI), and study skills workshops. The ASCs serve over 9,000 students each year and strive to maintain programs that assist students in being successful in their courses. The ASCs are also involved in initiatives that focus on freshmen students’ transition to college and student retention at NAU.

Supplemental Instruction:
The Academic Success Centers are looking for a Graduate Assistant (GA) to work 20 hours per week to provide supervisory support for the Supplemental Instruction (SI) program. SI is an effective academic support program that provides students support through group study sessions. Trained SI Leaders attend a designated class and then hold weekly study sessions where students can get help with the course content and with improving their study and review skills. The SI Program has approximately 80 SI leaders in ten departments across the NAU campus and is one of NAU’s largest and most successful academic support programs. This graduate assistantship provides an excellent opportunity for a Graduate Assistant to see how both Student Affairs and Academic Affairs can be programmatically integrated in higher education.

“Working as a graduate assistant in the Supplemental Instruction program has provided me with a great opportunity to make connections between my coursework and my professional role. During my time as a GA for the SI program, I have gained skills in the following areas: supervision, professional development, mentoring, leadership, and partnerships between student affairs and academic affairs. I have gotten many opportunities to express my learning in team meetings and contribute to the discussion of revamping the SI program in the areas of training and outreach. The team environment within the SI program was extremely supportive of my growth as a professional and as a student. I feel that I have grown so much within this GA and I can confidently say that the skills I have learned here will be utilized in any future position I hold.” - Crystal Zepeda, Graduate Student

Duties and Responsibilities:
- Assist with the training, mentoring, and supervision of approximately 25 SI leaders
- Assist with the SI leader training class (USC 208) on Monday evenings
- Use a “strength-based” supervision model to provide one-on-one professional development mentoring to SI leaders
- Coordinate and complete observations, meetings, and room scheduling
- Assist with campus-wide marketing and outreach efforts
- Assist with database maintenance and data integrity projects
- Other duties as assigned

Qualifications:
- Bachelor’s degree and enrolled in a graduate program, preferably Student Affairs or Education related program
- Strong interpersonal, public relations, and oral communication skills
- Experience in building collaborative relationships and supervising others
- Must be available to work frequent nights and occasional weekends for supervision
- Experience working with multicultural populations
- Computer competency including Microsoft Office Suite and database experience
- Priority will be given to individuals who can work for a full academic year
Full-time (20 hours/week) graduate assistantships offer:

- 100% tuition waiver (excluding any university and program fees)
-Waiver of the student health insurance premium
-Stipend: $12,000/academic year

The Graduate Assistantship begins during the week prior to both the fall and spring semesters with program training and orientation. The Graduate Assistant must be available to work **20 hours per week during the academic year**. This Graduate Assistantship requires frequent evening and some weekend commitments.

**Application deadline: January 30, 2019**

Applications may be mailed to:
Jane Gilbert
Northern Arizona University
PO Box 5904
Flagstaff, AZ 86011
OR e-mailed: Jane.Gilbert@nau.edu

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NAU Graduate Program

E-mail address

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Other courses or training that may relate to the job for which you are applying

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Reason for leaving:

Description of responsibilities:

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Reason for leaving:

Description of responsibilities:

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May we contact your present employer?  Yes [ ] No [ ]

### REQUIRED ADDITIONAL INFORMATION

- Letter of Interest describing your interest in our program commenting on preferred qualifications.
- Resume
- A transcript copy of ALL previous coursework.

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**Equal Opportunity Employer**

We are an equal opportunity employer, and do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

I hereby certify that the answers and other information on this application are true and correct. I understand any misrepresentation, or omission of facts on my part will be justification for separation from the department’s service, if employed. I understand my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information. My continued employment will depend upon my will, or the department’s will.

If you are a NAU student, in submitting and signing this application, I also authorize access to my student records to review my GPA, and any other pertinent information relevant to my application.
Graduate Assistantships for Fraternity and Sorority Life

Hiring two Graduate Assistant Positions

Position Description

Positions report directly to the Coordinators of Fraternity and Sorority Life (FSL).

KNOWLEDGE AND SKILLS:

- Effective written and oral communication skills.
- Understanding of and commitment to a multicultural/diverse campus community.
- A basic understanding of, or strong willingness to learn about, social Greek organizations and self-governance models.
- Demonstrated presentation skills.
- Demonstrated project planning and management skills.
- Ability to work independently and meet multiple task deadlines.
- Ability to establish and maintain effective student, staff, and community relationships/partnerships.
- Knowledge of student leadership development and training.

GENERAL RESPONSIBILITIES

- Assist the Coordinators of Fraternity and Sorority Life with overall administration of the University’s Fraternity and Sorority Life program including serving as a key advisor for one or two of the Greek governing councils – College Panhellenic Council (CPC); Interfraternity Council (IFC); National Pan-Hellenic Council (NPHC); United Greek Council (UGC)
- Act as a liaison between the Fraternity and Sorority Life and University community, as well as potential parents and their students.
- Other duties as assigned

SPECIFIC RESPONSIBILITIES:

Advisor for CPC, IFC, NPHC, UGC

- Assist with the leadership development of membership
- Meet with executive council(s) weekly and individual officers as necessary
- Attend executive board meetings and all general council meetings and activities
• Assist the Coordinators of Fraternity and Sorority Life in facilitating recruitment processes for all councils including recruitment fairs, marketing, and review of chapter events
• Interview, hire, and train sorority Recruitment Counselors
• Advise chapters on proper use and upkeep of the True Blue Connects roster system
• Assist the Coordinators in facilitating the CPC extension or IFC/NPHC/UGC expansion processes as necessary

Student Activities
• Advise student activities sponsored by the individual chapters including approval of event registrations
• Assist with the coordination of the fraternity/sorority community activities calendar

Leadership Development
• Assist in the planning and implementation of the Black Leadership Summit
• Assist in the planning and implementation of the Greek Leadership Summit Executive Officer Retreat in the spring semester
• Assist in the planning of the new member orientation and officer trainings
• Meet with chapter presidents at least once per semester to assist in their leadership development and address any chapter concerns

Community Service/Philanthropy
• Act as a liaison for the FSL community and local agencies
• Coordinate Council guest speakers
• Coordinate philanthropy and community service report forms and provide weekly reports to councils regarding hours completed and money donated

Public Relations
• Serve as a Student Life and Fraternity and Sorority Life representative for Discover NAU Expos
• Assist with marketing and promotion material for Fraternity and Sorority Life
• Assist the Coordinators with the upkeep of the Fraternity and Sorority Life website

Other areas for Professional Development and Exposure:
Greek Housing: Become familiar with the process and assignments
Student Life Duties: Serve on student assistance team to assist students as needed and serve as a hearing officer adjudicating violations of the Student Code of Conduct
Liaison work with National Organizations: visits from consultants and headquarter representatives
Larger Campus Events: Assist with events including Homecoming, Family Weekend, football tailgates, etc.

TERMS OF EMPLOYMENT:
1. **Enrollment**: Employment is contingent upon admission to the Graduate College and acceptance into a graduate program at NAU. 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, each semester, of a minimum/maximum of nine (9) – twelve (12) credit hours in Fall or Spring semesters which apply towards graduation.

2. **Period of employment**: Employment begins approximately mid-August and runs through the end of the spring semester of the same academic year. 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 GA candidates view the assistantship as a 2 year commitment. Summer employment may also be available on a case-by-case basis.

3. **Work Hours**: The Graduate Assistant will work approximately 20 hours per week including evening and weekend commitments in addition to regularly scheduled office hours. Graduate Assistants may not accept other employment during the contract period.

4. **Remuneration**:
   - Stipend
   - 100% tuition remission; fees not covered
   - Full graduate student health insurance coverage

Please contact Kevin Gemoets at the information below with any questions.

Kevin Gemoets
Assistant Dean of Students and Director of Fraternity and Sorority Life
Office of Student Life
Northern Arizona University
Kevin.Gemoets@nau.edu
928-523-5181
The Northern Arizona University (NAU) Academic Success Centers (ASC) offer academic support services through a variety of programs. These programs include one-on-one tutoring, online tutoring, drop-in tutoring, Supplemental Instruction, and study skills workshops. The ASCs serve over 9,000 students each year and strive to maintain programs that assist students in being successful in their courses. The ASCs are also involved in initiatives that focus on freshman students’ transitions to college and student retention at NAU.

Weekly Tutoring Program:
The Academic Success Centers are looking for a Graduate Assistant (GA) to work 20 hours per week to provide support for the Weekly Tutoring Program (WTP). The WTP offers consistent weekly tutoring appointments for students in the following programs: Student Support Services (SSS), Native American Student Services (NASS), Athletics, Office of Inclusion (IMQ), Disability Resources (DR), Louis Stokes Alliances for Minority Participation (LSAMP), Veterans Success Center (VSC), Blavin Scholars (BS), First Scholars (FS) and the Multicultural Engineering Program (MEP). This graduate assistantship provides an excellent opportunity for a Graduate Assistant to see how both Student Affairs and Academic Affairs can be programmatically integrated in higher education.

Duties and Responsibilities:
• Work with a diverse population of students and campus departments (Disability Resources, Indigenous Student Success, First Year Experience, Student Support Services, etc.) in order to connect students to academic resources and study skills support.
• Assist students one-on-one to develop effective study skills and strategies for overall success in college
• Assist with tutor training and development
• Facilitate academic success workshops
• Participate in ASC outreach activities and work closely with professional staff to achieve ASC goals
• Assist the Learning Specialist with administrative tasks related to the Weekly Tutoring Program (intakes, attendance, scheduling, emailing tutors weekly)
• Contact Weekly Tutoring Program students (phone and/or email) and provide excellent customer service
• Review Weekly Tutoring Program policies, study skills and campus resources with program participants
• Assist with Weekly Tutoring Program assessment. This will include collecting, organizing and analyzing data
• Other duties as assigned

Qualifications:
• Bachelor’s degree and enrolled in a graduate program, preferably Student Affairs or related program
• Strong interpersonal, public relations, and oral communication skills
• Experience working with multicultural populations
• Computer competency including Microsoft Office Suite and general database experience
• Priority will be given to individuals who can work for a full academic year.

Full-time (20 hours/week) graduate assistantships offer:
• 100% tuition waiver (excluding any university and program fees)
• Waiver of the student health insurance premium
• Stipend: $12,000/academic year
The Graduate Assistantship begins during the week prior to both the fall and spring semesters with program training and orientation. The Graduate Assistant must be available to work 20 hours per week during the academic year. This Graduate Assistantship requires evening and some weekend commitments.

Application Deadline: January 30, 2019

Applications may be mailed to:
Benjamin Carver
P.O. Box 6035
Flagstaff, AZ 86011
Or e-mailed: Benjamin.Carver@nau.edu

Applications may be dropped off to:
Benjamin Carver
North ASC, Union Fieldhouse, room 252

Please type or print legibly

PERSONAL INFORMATION

Last Name | First | M.I. | NAU Employee ID

Preferred Address | City | State | Zip | Preferred Phone

NAU Graduate Program

E-mail address

How did you learn about the position?

EDUCATIONAL INFORMATION

Name and location of school | Dates Attended | Type of Degree | Curriculum
| From | To | Earned | Major | Minor

College or University

College or University

College or University

Other courses or training that may relate to the job for which you are applying

EMPLOYMENT RECORD

Present or last employer | Address | City | State | Zip

Your job title | Start date: | Name of Supervisor | Phone number | Salary:
| Leave date:

Reason for leaving:

Description of responsibilities:
Previous employer | Address | City | State | Zip
---|---|---|---|---

Your job title | Start date: | Name of Supervisor | Phone number | Salary:
Leave date:

Reason for leaving:

Description of responsibilities:

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Previous employer | Address | City | State | Zip
---|---|---|---|---

Your job title | Start date: | Name of Supervisor | Phone number | Salary:
Leave date:

Reason for leaving:

Description of responsibilities:

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REFERENCES

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/relationship</th>
<th>Address</th>
<th>Phone # (include area code)</th>
<th>Occupation</th>
</tr>
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May we contact your present employer? Yes [ ] No [ ]

REQUIRED ADDITIONAL INFORMATION

- Letter of Interest describing your interest in our program commenting on preferred qualifications.
- Resume
- A transcript copy of ALL previous coursework.

Equal Opportunity Employer

We are an equal opportunity employer, and do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

I hereby certify that the answers and other information on this application are true and correct. I understand any misrepresentation, or omission of facts on my part will be justification for separation from the department’s service, if employed. I understand my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information. My continued employment will depend upon my will, or the department’s will.

If you are a NAU student, in submitting and signing this application, I also authorize access to my student records to review my GPA, and any other pertinent information relevant to my application.

Signature ___________________________ Date ________________
NORTHERN ARIZONA UNIVERSITY
ATHLETICS

Student-Athlete Development Graduate Assistant Position
Northern Arizona University Athletics is seeking a qualified candidate to fill a Graduate Assistant position within the Office of Student Athlete Development in Athletics. The position will report to the Associate Athletic Director of Student Athlete Development and assist in all aspects of the student-athlete development program.

QUALIFICATIONS:
Applicant must have a Bachelor’s degree and credentials to be accepted into a graduate program at Northern Arizona University. Special consideration will be given to those who are former student-athletes, want to enter the Intercollegiate Athletic industry, and/or specifically student athlete development services. Previous experience tutoring or mentoring NCAA Division I student athletes highly preferred. Must be able to work evenings and weekends.

KNOWLEDGE AND SKILLS:
▪ Desire to learn about and contribute to the fast-paced world of NCAA Division I athletics
▪ Devotion to master NCAA Bylaw14 and its application to working with student-athletes
▪ Dedication and passion to train and as a young professional in Student-Athlete Development
▪ Excellent written and oral communication skills, including organizational, interpersonal, and computer skills
▪ Ability to establish and maintain effective, positive student, staff, and faculty relationships
▪ Demonstrated commitment to multiculturalism and working with a diverse population
▪ Awareness of and ability to implement learning strategies and improvement techniques

GENERAL RESPONSIBILITIES:
Become a core team member of the Student-Athlete Development program for student-athletes at Northern Arizona University. This includes, but will not be limited to: assisting with the coordination of study hall and study hall supervision, mentoring a caseload of student-athletes, assisting with the tutor program, managing technology equipment, implementation of the student-athlete development program, institutional excuses, academic progress reports, academic recognition events, and other administrative duties necessary to the successful function of the department. Some nights and weekends will be required. Commit to following all rules and regulations required by NAU Department of Athletics, Arizona Board of Regents, the Big Sky Conference and the NCAA.

TERMS OF EMPLOYMENT:
Employment is contingent upon admission to the Graduate College as a degree seeking graduate student. As a condition for renewal, the Graduate Assistant must remain in good academic standing with the Graduate Program. The graduate assistant begins Fall 2019 through Spring 2020 (with option of renewal, contingent on Master’s Program requirements). Compensation will include: Stipend of $1000/month for 10 months, tuition waiver for each semester, and course related textbooks. There is an option to work in the summer with a stipend allocated for months worked. Graduate students may purchase the University Student Health Care Plan, which is not provided by NAU Athletics.

APPLICATION DEADLINE:
January 30, 2019 5:00pm (AST)

HOW TO APPLY:
To apply, please email cover letter, resume and list of two references to:
Carina Thompson
Student-Athlete Development Coordinator
Northern Arizona University Athletics
studentathlete.development@nau.edu

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.
Transfer and Online Connections – Peer Mentoring GAs

Overview
These positions will work closely with other members of Transfer and Online Connections (TOC) to assist prospective and current transfer and online 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, and preparing them for academic success.

Job Duties
- Assist with the supervision, training and evaluation of approximately 16 transfer peer mentors or 10 online peer mentors
- Assist with the facilitation of peer mentor trainings, weekly staff meetings, and professional development opportunities
- Assist with the supervision, observation, and evaluation of mentors
- Conduct weekly meetings with mentors
- Develop student resources
- Monitor record keeping and generate reports
- Assist with program assessments and surveys
- Develop, facilitate, and evaluate the effectiveness of events and activities for transfer or online students
- Assist with marketing and outreach efforts
- Represent Transfer and Online Connections at tabling and expo events across NAU; give presentations about services as necessary or requested
- Assist as needed with the Childcare Voucher Program and the Tau Sigma National Honor Society
- Other duties as assigned

Reports to
TOC’s Graduate Assistants will report to the Coordinator or Program Coordinator, Sr in Transfer and Online Connections.

Minimum Qualifications
- Bachelor’s degree, and enrolled in a graduate program at NAU

Preferred Qualifications
- Experience in building collaborative relationships and supervising and training others
- 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
- Experience working with multicultural populations
- Computer competency including Microsoft Office Suite and database experience
• Priority will be given to individuals who can work for two full academic years.

Salary
• $12,000 Stipend
• Full Tuition Benefits
• Health Insurance

Training
• At least 20 hours of training will be provided between 8/12/2019-8/16/2019.

The Graduate Assistantship begins prior to both the fall and spring semesters with program training and orientation (8/12/18-12/13/19 and 1/6/2020- 5/8/2020). The Graduate Assistants must be available to work 20 hours per week during the academic year and will be required to work some evenings and weekends.

For further information, please contact JJ Boggs at jj.boggs@nau.edu or 928.523.0367.
Northern Arizona University's Student Affairs Mentoring Programs are committed to student success and provide a welcoming campus community for all students. Program staff offer support for students during a time of personal growth and transition. Topics can focus on classroom engagement, campus resources, or community involvement. Mentoring also encourages behaviors that support academic success, self-discovery and personal development. These programs help students gain skills that provide a foundation for success while building supportive relationships with peers and staff.

The Peer Jacks Mentoring program offers 1-on-1 peer mentoring to first-year students and exposure to NAU resources. The program provides a peer network to assist in the transition to college. Peer Jacks also hosts educational and social opportunities that support a path to academic success. Through developing self-direction and promoting learning beyond the classroom, we empower students to achieve autonomy while completing their degree.

Program Goals
Peer Jacks students will make connections, build community, and smoothly transition to the university through mentoring, participating in social activities, and cultivating a sense of home. Students accomplish this through developing:

1. A sense of belonging
2. Knowledge & awareness of campus resources & processes
3. Value/goal identification and alignment
4. Engage in purposeful academic monitoring and educational activities

JOB FUNCTIONS AND STANDARDS
- Supervise, observe and evaluate 17 to 20 peer mentors
- Facilitate one-on-one and group staff meetings with assigned peer mentor
- Participate in weekly staff meetings
- Coordinate and attend peer mentor planned events
- Responsible for co-curricular committee work
- Maintain accurate peer mentor files
- Serve as a knowledgeable role model on campus and willingness to seek out new resources
- Assist peer mentors with strategies to develop and maintain relationships with their students
- Assist peer mentors with accurate record keeping and to generate reports
- Facilitate peer mentor training throughout the academic year
- Monitor and verify peer mentor hours, mentor notes and student meetings
- Demonstrate openness to feedback from students and supervisors and willingness to grow
- Develop professional relationships with faculty/staff on campus to better support student
- 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 with students in a Higher Ed environment
- Familiarity with university online systems (i.e. LOUIE, BB Learn, etc.)
- Effective oral and written communication skills
- Detail oriented
- Computer competency including Microsoft Office Suite and general database 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 assigned mentees
- Ability to manage time effectively, prioritize and meet deadlines
- Ability to demonstrate knowledge of NAU support services/programs/processes/systems/policies

DISCLAIMERS

- Must complete required training program(s)
- Must NOT work more than 15 hours per week in another on campus job
- **Must attend weekly staff meeting on Thursday nights at 8:15 pm**
- Must commit to a full academic year (Fall 2019-Spring 2020)

REQUIRED TRAINING

- Safe Zone training is to be completed by the end of Fall 2019.
- Three day Fall Training **(All day - August 23, 24, and 25, 2019)**
- 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, preferably the M.Ed. Counseling- Student Affairs program. 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/](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:** 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. Graduate Assistants for Peer 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 before the start of classes. 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 where work hours may exceed 20-hours per week. Graduate Assistants may not accept other employment during the contracted period.

**Remuneration:** A stipend of at least $12,000 for a 9 ½ month contract based on start date (which August training periods), student health care plan, meal 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/](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: PeerJacks@nau.edu
Subject: Peer Jacks GA Application 2019-2020

For further information, please contact Joseph Ruiz at Joey.Ruiz@nau.edu or 928.523.2033

**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 first-year students?
    - How would this assistantship benefit your graduate experience?

**Resume**
**Recommendation Google form** (Two)
- Send this link to your references:
  https://goo.gl/forms/7yHedejffZNy3shC2

**APPLICATION DEADLINE: February 15, 2019 @ 5:00pm**

**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.