

First-Generation Programs

2024-2025 Graduate Assistantship

OVERVIEW:

The [Office of First-Generation Programs](#) at Northern Arizona University (NAU) 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 NAU by creating an institutional climate that supports the unique needs of students served. Our programs provide experiences that maximize student potential for growth and success in college and beyond, while promoting a timely graduation for students. We strive to create community and a sense of belonging with our students as they navigate new transitions and face potential external barriers that impact their lives and academic goals.

The First-Generation Programs Graduate Assistant works in a dynamic role, supporting and mentoring first-generation college students, developing social and academic programming for scholarship participants, supervising undergraduate Peer Mentors, and ensuring an inclusive and welcoming environment for all students. Additionally, the Graduate Assistant supports the First-Generation Programs recruitment efforts, working with prospective students and families during scheduled university visit days. The Graduate Assistant position offers a chance to develop professional competencies, while engaging in graduate studies, offering a unique opportunity to apply theory-to-practice throughout their academic and professional work.

STATUS:

During the 2024-2025 academic year the *Graduate Assistant* is responsible for the following time commitments:

- A working schedule of 20 hours per week during the Fall 2024 and Spring 2025 semesters
- Attend and complete all required trainings prior to the start of the Fall/Spring semesters (1 week prior to the start of Fall and Spring semesters. 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 First-Generation Program Outreach Initiatives, and assist with the daily functions of the First-Generation Programs 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 1-on-1 with the First Scholar, first-year students, to assist them with questions related to the program requirements, program funds, and transition to NAU
- Supporting students in their personal, academic, and career goals, while remaining 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, and one-on-one meetings
- Connecting First Scholars to new resources such as academic support services, counseling services, financial aid information, campus organizations/clubs, and/or professional development opportunities

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- Assisting in the development and coordination of activities including kick off events, monthly social events, educational activities, and other opportunities for student engagement
- Working with and supervising Peer Mentor student employees in professional development, student interactions, setting academic, personal, social, and career goals and promotion of first-generation student success
- Leading and developing staff meetings and trainings for Peer Mentor student employees

First-Generation Outreach Initiatives

- Serve as an ambassador in building awareness for programming and first-generation issues on campus
- Represent First-Generation Programs at University Admissions events (i.e. Discover NAU, NAU Said Yes, NAUnity, and Transfer/Indigenous Visit days)
- Assist in database management for scholarship and student employee applications
- Support divisional goals around student engagement by helping to facilitate outreach efforts around First Year Success Initiative (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
 - Preference will be given to those in [Educational Psychology](#) related programs
- 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 and policies

ENROLLMENT:

Employment is contingent upon admission to the NAU Graduate College AND acceptance into a graduate program at NAU, preferably those in an [Educational Psychology](#) related 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." ([Hyperlink](#))

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ENROLLMENT (Cont.):

The Graduate Assistant must remain in good academic standing with NAU during the course of employment, 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
- Remain in good standing with the university

PERIOD OF EMPLOYMENT:

- It is *encouraged* that Graduate Assistant candidates view the assistantship as a *two(2) year* commitment (2024-2025 & 2025-2026 academic years). Graduate Assistant contracts are renewed on a yearly basis. The second year of employment is contingent on a review of the candidates work in the first year.
- Employment begins approximately one (1) week prior to the start of the Fall 2024 semester and runs through the end of the Spring 2025 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 supervisor

REMUNERATION:

- \$16,000 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

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

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HOW TO APPLY:

Applications may be emailed to: Ayrton.Peacock@nau.edu with Subject: **FGP GA App 24-25**

Please note, incomplete applications will not be given consideration. If you have questions or need further information, please contact:

Ayrton Peacock (He/Him/His)
Student Development Coordinator, Sr
First-Generation Programs
(928) 523-0624 | Ayrton.Peacock@nau.edu

COMPLETE APPLICATION INCLUDES:

- Cover Letter, including the following:
 - Introduction including your background and undergraduate experience
 - Answer the following questions/statements:
 - What qualities and/or traits will make you successful in this position?
 - Describe in detail your working experience with first-generation college students.
 - What are some strengths you feel confident in working with students? What are some areas you would like to improve in?
 - How would this assistantship benefit your graduate experience and advance your professional career?
- Resume including:
 - Education
 - Relevant work, coursework, presentations, and/or volunteer experience
- Three References (I.E. Supervisor, Manager, Boss, Faculty, Teacher)
 - Reference's Name, Relation to Applicant, 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.