

OISS Graduate Assistant Position
JOB DESCRIPTION AY 2024-25**Overview**

The Office of Indigenous Student Success (OISS) department provides a variety of support services and programs for Indigenous (Native American, Alaska Native, Native Hawaiian, and those self-identifying as Indigenous) students. The OISS Graduate Assistant will assist with events/activities, graduate student support, and guidance. The position works closely with the Manager, Student Development and Director to provide student development guidance to Indigenous graduate students to increase retention at the university. 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.

Job Responsibilities:Guidance

- Guide and mentor students with transitional support, scholarship, and resource opportunities
- Create and update scholarship and educational opportunities resources
- Assist with recruitment and retention initiatives

Program Support

- Creates and facilitates workshops/presentations on select topic areas
- Be accountable for timelines and deadlines set for programs and outreach initiatives
- Assists with department programs, services, and events
- Participates in professional staff and partners meetings
- Collaborate with partners at the university to promote services to graduate students
- Assist with graduate events marketing, social media, and outreach efforts
- Mentor a caseload of Indigenous graduate students, as needed

Data and Reporting

- Maintains student records through Salesforce
- Assist with the evaluation of program services through assessments and surveys

Other

- Complete required training
- Other duties as assigned

Reports To:

The OISS Graduate Assistant will report to the Manager, Student Development and Director.

Minimum Qualifications:

- Bachelor's degree, and enrolled in a graduate program at NAU (no certificate or prep program applicants)
- Enrolled as a full-time (9 units) NAU Flagstaff campus student for the 2024-25 academic year
- Have and maintain a minimum cumulative GPA of 3.0 or higher
- Work 20 hours per week during the academic year
- Have a clean background check and driving record (with valid state driver's license)
- Be willing to work evenings and/or weekends (on occasion with advance notification provided)
- Proficient in using Microsoft Office 365 Suite and social media platforms (e.g. Instagram, Facebook)

Preferred Qualifications:

- Experience living and/or working with Native American, Alaska Native, and Native Hawaiian populations
- Strong organizational skills and attention to detail
- Demonstrated experience in planning, programming and/or working team members
- Strong verbal and written communication skills; experience conducting presentations
- High interpersonal skills to work with students, staff, and other university departments
- Ability to maintain strong interpersonal, public relations, and oral communication skills
- Must be self-directed, collaborative and possess strong organizational skills
- Ability to work independently and as a part of the team
- Ability to interact with a people from culturally diverse backgrounds

Training and Employment Dates:

Employment Dates: August 26, 2024 – May 16, 2025

Mandatory Training: Dates TBD

Work Hours:

This position is part-time, approximately 20 hours/week, with periodic weekend and evening commitments. Please note that there will be peak times throughout the year when work hours may exceed 20 hours/week. Graduate Assistants may not accept other on-campus opportunities during the contracted period. Off-campus employment may be considered with prior discussion with the supervisor.

Salary:

- \$16,000 stipend throughout the academic year
- 100% Tuition waiver (excluding any university fees, program fees, and parking permit)
 - Please review the [Graduate Assistantships & Tuition Waivers](#) webpage for more information.
- Waiver of student health insurance premium (if you select to enroll in student health insurance)

Background Checks:

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

APPLICATION MATERIALS:

- Cover letter, including the following:
 - Introduction (including your background and undergraduate experience)
 - Answer the following questions:
 - What qualities and/or traits will make you successful in this position?
 - What role does mentorship and intentional programming play in the success of diverse student populations, particularly Indigenous/Native American students?
 - How would this assistantship benefit your graduate student experience?
- Resume including:
 - Education
 - Relevant work, coursework, presentations, and/or volunteer experience
- Two references (name, relation to applicant, and contact information – email, phone, mailing address)

HOW TO APPLY:

Email application materials to Andrea.Sequaptewa@nau.edu with subject: OISS GA App 24-25. Incomplete applications will not be given consideration.

If you have any questions regarding this position or need more information, please contact:

Andrea Sequaptewa (she/her)

Manager, Student Development

Office of Indigenous Student Success (OISS)

(928) 523-5512 | andrea.sequaptewa@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. 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.