# Student Affairs' Graduate Assistantships 2021-2022







Department Office of Multicultural Student Success

**Position Title** Graduate Assistant, John Horan Scholarship

Supervisor Scholarship Coordinator, Office of Multicultural Student Success

#### **Mission Statement:**

The Office of Multicultural Student Success seeks to cultivate retention and persistence to graduation for students of color, students who demonstrate financial need, first-generation college students, undocumented immigrant students, and students with marginalized genders and sexualities.

**General Summary:** This Graduate Assistant (GA) assists the Scholarship Coordinator in providing support for John Horan scholarship students at DePaul University. This position requires a commitment to diversity, communication, and organization at a high-level. The GA will provide direct assistance to students via one-on-one sessions to assess development needs & goals and promote optimal personal and social development. In addition, the GA will advocate for students by introducing them to key resources on and off campus.

## **Principal Duties and Responsibilities**

- · Lead one-on-one coaching sessions with scholarship students
- Lead weekly communication with students to promote newly available resources
- Compile assessment data and reports for relevant services and initiatives
- Assist with general office duties when necessary, including answering phones, taking accurate messages, responding to room reservation requests, assisting visitors, filing, and data entry
- Attend department staff meetings and continuous professional development opportunities
- Assist the Scholarship Coordinator in the planning, executing, and facilitating of several programs, workshops, and initiatives throughout the academic year
- Be available on Fridays between 3pm-5pm for Scholarship & Leadership curriculum workshops
- Monitor John Horan scholar requests as they relate to financial support, internships, graduate school examinations, study abroad, service trips, unexpected hardships etc.
- Perform other duties as assigned.

## Minimum Knowledge, Skills, and Abilities:

- Demonstrated advocacy for and/or support for diverse student populations
- A strong desire to work in a collaborative environment with people from diverse/different backgrounds
- Knowledge of and commitment to the mission of DePaul University
- Committed to promoting and executing student confidentiality with utmost detail
- Experience and interest in diversity issues and identity development
- Proficiency in Microsoft Word, Publisher, Excel, Outlook, and social media platforms
- Excellent written and oral communication skills
- Demonstrated effective critical thinking and decision making skills
- Excellent interpersonal/customer service skills
- Knowledge of college student development theory and/or counseling

#### **Position Qualifications:**

- Education: Bachelor's degree and successful enrollment in a graduate program within the College of Education at DePaul University. Preference given to students in the College Counseling and Student Affairs program.
- Enrolled as full-time graduate student
- Graduate student must work well with diverse groups of people at all levels
- Graduate student must be responsible and able to work independently
- Must be capable of managing multiple tasks and paying particular attention to detail

## **Compensation:**

- \$10,000 scholarship applied to tuition cost, divided throughout the year
- \$11,600 stipend allocated via biweekly paycheck

  Please note: in order to serve in the role of a Graduate Assistant, you must be currently enrolled at DePaul

  University in a Master's Degree Program. Scholarship dollars will be divided evenly across the three academic

  quarters unless otherwise indicated in advance.

**Hours/Schedule:** Work hours are 20 hours per week (800 hours total – served primarily Monday through Friday between the hours of 9am – 5pm. Some evening and weekend hours may be required. Renewal of the position may be possible if The Office of Multicultural Student Success staff feels that the Graduate Assistant is satisfactorily progressing in their academic program and are satisfied with the quality of work being provided. The position is based on the DePaul University academic calendar.

## **Graduate Assistant: College Transitions**

#### **Mission Statement**

The Office of Multicultural Student Success seeks to cultivate retention and persistence to graduation for students of color, students who demonstrate financial need, first-generation college students, undocumented immigrant students, and students with marginalized genders and sexualities.

#### **General Summary**

This Graduate Assistant (GA) assists the College Transitions Coordinator in the retention and success of first year mission students. This position requires a commitment to diversity, a desire to apply student development theories and management skills. The GA will provide direct supervision of the mentor team of 30 student employees and holistic support of first year students.

#### **Principal Duties and Responsibilities**

- Lead one-on-one coaching sessions with mentors
- Lead weekly communication with students to promote newly available resources, IE: Scholarships, Internships, Job opportunities, Work tasks, and reminders
- Collect and analyze data for relevant services and initiatives
- Develop a newsletter for mentors to share with their mentees
- Collaborate with campus partners and become familiarized with resources available on campus
- Oversee first year programming logistics
- Provide referrals for students in need of second level interventions
- Oversee logistical and operational functions of the STARS Peer Mentorship Program
- Assist in the development of the student staff hiring process
- Provide supervision to mentor staff to ensure their professional development
- Attend department staff meetings and continuous professional development opportunities
- Assist with general office duties when necessary, including answering phones, taking accurate messages, checking email, responding to and making room reservation requests, filing, and data entry.
- Perform other duties as assigned.

## Minimum Knowledge, Skill and Abilities

- Demonstrated an understanding of working with mission students
- A strong desire to work in a collaborative environment with people from diverse/different backgrounds.
- Experience working with students
- General understanding of university policies
- Knowledge of and commitment to the mission of DePaul University.
- Committed to promoting and executing student confidentiality with utmost detail and proactive advocacy.
- Experience and interest in diversity issues and identity development.
- Proficiency in Microsoft Word, Publisher, Excel, Outlook and social media platforms
- Excellent written and oral communication skills.
- Demonstrated effective critical thinking and decision making skills
- Excellent interpersonal/customer service skills.
- Knowledge of college student development theory and/or counseling.

- Education: Bachelor's degree and successful enrollment in a graduate program within the College of Education at DePaul University. Preference given to students in the College Counseling and Student Affairs program.
- Enrolled as full-time graduate student
- Student must work well with diverse groups of people at all levels.
- Student must be responsible and able to work independently.
- Must be capable of managing multiple tasks; paying particular attention to detail.

## **Graduate Assistant: College Transitions**

In a supplemental document please answer the following questions in two 500 word essays. Why is it important for first generation college students, students of color or pell-eligible students to have a mentor?

What approaches would you use when managing a team of 28 students who identify as first generation college students, students of color or pell-eligible students?

#### Hours/Schedule

Work hours are 20 hours per week (800 hours total - served primarily Monday through Friday between the hours of 9:00am - 5:00pm. Some evening and weekend hours are required - may need to adjust schedule for evening hours based on student need and availability. Renewal of the position may be possible if The Office of Multicultural Student Success staff feels that the student is satisfactorily progressing in their academic program, and are satisfied with the quality of work being provided. The position is based on the DePaul University academic calendar.

## Compensation

- \$10,000 scholarship applied to tuition cost, divided throughout the year
- \$11,600 stipend allocated via biweekly paycheck

**Department:** Office of Student Involvement **Job Title:** Graduate Assistant, Campus Activities

Supervisor: Rigo Gutierrez, Program Coordinator for Campus Activities, rigo.gutierrez@depaul.edu

**General Summary**: Reporting to the Program Coordinator for Campus Activities, the graduate assistant for campus activities is responsible for co-advising the DePaul Activities Board and other campus-wide programming efforts, including student organization support. The graduate assistant will directly work with students in an advising setting on a weekly basis both on an individual basis and in a group. The graduate assistant must be able to balance advising students while coordinating multiple events throughout a quarter. This is a ten month position.

## **Principal Duties and Responsibilities:**

- 1. (50%) Serve as the co-advisor to the DePaul Activities Board (DAB)
  - a. Directly advise a minimum of 4 student leaders. This includes attendance at weekly meetings (one-on-one with supervisor, board meeting, etc.) events planned by the committee, training, advising and evaluation of student coordinators and committee members.
  - b. Provide training and support to students in the areas of leadership development, programming, budgeting, conflict resolution, time management, recruitment and retention of committee members, communication skills, and effective meeting facilitation.
  - c. Create and facilitate monthly team-building and leadership development activities.
  - d. Develop and manage online event evaluations for DAB events.
  - e. Accompany student groups to conferences, meetings, events, and retreats held off campus.
- 2. (25%) Assist with student organization registration, workshop series, weekly newsletters, DeHUB activities, and other projects related to student organization management.
- 3. (15%) Provide support to the campus-wide programming efforts in conjunction with the Program Coordinator for Campus Activities.
- 4. (10%) Participate in all Student Involvement department staff and divisional meetings; interact regularly with staff and students, and key activities such as Welcome Week events, conferences, Involvement Fairs, and FEST.
- 5. Perform other duties as assigned by the Student Involvement staff.

## **Principal Learning/Objectives:**

- 1. The student will have an opportunity to put theory to practice in a student affairs office setting, specifically in advising students both on a one on one basis and in a group setting.
- 2. The student will have an opportunity to advise the DePaul Activities Board.
- 3. The student will develop practical programming and budget allocation skills.

## Minimum Knowledge, Skills, and Abilities required:

- Ability to handle basic budgetary needs on a large scale
- Comfort with technology; able to pick up new technologies quickly
- Ability to work autonomously in a flexible and dynamic environment
- Ability to adhere to a clearly defined work calendar and to manage multiple deadlines

- In order to serve as a graduate assistant, you must be currently enrolled at DePaul University within a Master's program in the College of Education.
- Demonstrates ability to apply student development theory to practical experiences
- Strong organizational skills

- Experience in budget planning
- Strong written and oral communication skills
- Presentation or workshop training experience and skills

#### Hours/schedule:

Graduate assistantship will begin at the start of the Fall 2021 quarter. The student will be required to work 25 hours per unless otherwise noted. Renewal of the position may occur if the Student Involvement staff feels the student is satisfactorily progressing in their academic program, and are satisfied with the quality of work being provided by the student. The position is based on the DePaul University academic calendar.

**Department:** Office of Student Involvement

Job Title: Graduate Assistant, Student Activity Fee Board

**General Summary**: This graduate assistant for student organizations is responsible for coordinating the Student Activity Fee allocation process through DeHub for all registered undergraduate student organizations. The graduate assistant provides support to all registered student organizations while assisting in the development of training tools to engage Student Activity Fee Board (SAF-B) members. The graduate assistant must be able to follow up with a variety of student organizations and individuals regarding SAF-B, DeHub, and other related tasks such as the quarterly involvement fairs and the biannual student organization registration process. All graduate assistants are also assigned cross-functional projects outside their primary core function. This is a ten-month position.

#### **Principal Duties and Responsibilities:**

- 1. (20%) Assist Program Coordinator for Student Organizations in management of the Student Activity Fee Budget.
- 2. (20%) Review and process Student Activity Fee applications submitted by student organizations.
- 3. (20%) Communicate funding awarded to student organizations, as well as provide feedback from the Student Activity Fee Board.
  - a. Assist with the administration of the budget management system on DeHub.
  - b. Advise student organizations in terms of financial planning to support events, appropriate budgeting, and money management.
- 4. (10%) Facilitate monthly funding workshops for student organizations throughout the academic year to provide training and funding guidelines to presidents and treasurers.
- 5. (10%) Cross functional assignments:
  - a. Lead efforts in Voter Engagement
  - b. Assist with Brain Fuel Week Programming
- 6. (5%) Provide training on the funding guidelines and requirements to Student Activity Fee Board members.
- 7. (5%) Prepare allocation report for the Vice President for Student Affairs concerning each funding hearing.
- 8. (5%) Prepare annual report for the department summarizing all Student Activity Fee allocations.
- 9. (5%) Support Program Coordinator for Student Organizations initiatives related to student organization registration, training, and support.
  - a. Assist with the student organization registration process.
  - b. Track student organization best practices, issues, policies, and assessment data based on programming and DeHub registration.
  - c. Co-supervise the student involvement ambassadors and their programming initiatives.
  - d. Participate in all departmental staff meetings, retreats, divisional meetings and departmental events including OrgConnect, Involvement Fairs, FEST, and the Blue Demon Dance.
  - e. Perform other duties as assigned by the Office of Student Involvement.

#### **Principal Learning/Objectives:**

- 1. The student will have an opportunity to put theory to practice in a student affairs office setting, specifically with the Student Activity Fee and with student organization registration.
- 2. The student will have an opportunity to advise the Student Activity Fee Board.
- 3. The student will develop practical programming and budget allocation skills.

#### Minimum Knowledge, Skills, and Abilities required:

- Ability to handle basic budgetary needs on a large scale
- Comfort with technology; able to pick up new technologies quickly
- Ability to work autonomously in a flexible and dynamic environment
- Ability to communicate effectively, with professionalism, to staff and students regarding how the funding process and DeHub operates
- Ability to adhere to a clearly defined work calendar and to manage multiple deadlines

- In order to serve as a graduate assistant, you must be currently enrolled at DePaul University within a Master's program in the College of Education.
- Demonstrates ability to apply student development theory to practical experiences
- Strong organizational skills
- Experience in budget planning
- Strong written and oral communication skills
- Presentation or workshop training experience and skills

## Hours/schedule:

Graduate assistantship will begin at the start of the Fall 2021 Quarter. The student will be required to work 25 hours per week between the hours of 9am-5pm unless otherwise noted. Due to the demands of this position, this position will need to be in the office on Mondays and Fridays to accommodate application reviews and hearings. Renewal of the position may occur if the Student Involvement staff feels the student is satisfactorily progressing in their academic program, and are satisfied with the quality of work being provided by the student. The position is based on the DePaul University academic calendar.

**Department:** Office of Student Involvement

Job Title: Graduate Assistant, Student Involvement

**General Summary**: This graduate assistant for Student Involvement is responsible for co-advising the Student Government Association and advising the Cultural Allocation Funding Board (CAF-B). Additionally, this position plays an integral role on the Student Involvement team, supporting departmental vision and mission, while developing and contributing to departmental goals. This is a ten-month position.

#### **Principal Duties and Responsibilities:**

- (60%) Co-Advise SGA Executive Board with the Director, Office of Student Involvement.
  - a. Assist with personal and leadership development of SGA members, including planning and implementing SGA retreats and trainings.
  - b. Work directly with SGA members to support and implement SGA programs, events, and initiatives.
- (40%) Assist with management of the Cultural Allocation Funding Board (CAF-B)
  - a. Facilitate monthly funding workshops for student organizations throughout the academic year
  - b. Prepare allocation report for Vice President for Student Affairs concerning each funding hearing.
  - c. Prepare annual report for department summarizing all CAF-B allocations
  - d. Provide training on the funding guidelines and requirements to CAF-B members
  - e. Review and process CAF-B applications submitted by student organizations
- Perform other duties as assigned by the Student Involvement staff.

#### **Principal Learning/Objectives:**

- The student will have an opportunity to put theory to practice in a student affairs office setting, specifically in advising and supervising students both on a one on one basis and in a group setting.
- The student will have an opportunity to advise the Student Government Association.
- The student will develop practical programming and budget allocation skills.

#### Minimum Knowledge, Skills, and Abilities required:

- Ability to handle basic budgetary needs on a large scale
- Comfort with technology; able to pick up new technologies quickly
- Ability to work autonomously in a flexible and dynamic environment
- Ability to adhere to a clearly defined work calendar and to manage multiple deadlines

#### **Position Qualifications:**

- In order to serve as a graduate assistant, you must be currently enrolled at DePaul University within a Master's program in the College of Education.
- Demonstrates ability to apply student development theory to practical experiences
- Strong organizational skills
- Experience in budget planning
- Strong written and oral communication skills
- Presentation or workshop training experience and skills

#### Hours/schedule:

Graduate assistantship will begin at the start of the fall 2021 quarter. The student will be required to work 25 hours per
week between the hours of 9am-5pm unless otherwise noted. Renewal of the position may occur if the Student
Involvement staff feels the student is satisfactorily progressing in their academic program, and are satisfied with the quality
of work being provided by the student. The position is based on the DePaul University academic calendar.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. DePaul management reserves the right to amend and change responsibilities to meet business and organizational needs.

**Department:** Office of Student Involvement **Job Title:** Graduate Assistant, Student Involvement **Supervisor:** Sarah Rudy, srudy@depaul.edu

General Summary: Reporting to the Coordinator, Student Organizations and Campus Activities in the Office of Student Involvement, this graduate assistant for Student Involvement is responsible for providing support to all student organizations through the registration, training, and development of leaders in the community. The graduate assistant must be able to follow up with student organizations, navigate DeHub, and other related tasks that impact the functions of the groups. Additionally, this position plays an integral role on the Student Involvement team, supporting departmental vision and mission, while developing and contributing to departmental goals. This is a ten-month position.

#### **Principal Duties and Responsibilities:**

- (50%) Support the 350+ student organization community through the various processes on DeHub and in person.
  - o Review, process, update different processes via DeHub including annual registration, training, and event approval.
  - Manage communication efforts between the Office of Student Involvement and student organizations via email, one-on-one consultations, or in a group setting.
  - Encourage student involvement through marketing and creating additional outreach to the general student population or campus partners.
- (40%) Facilitate development opportunities for student leaders and advisors.
  - o Create monthly newsletters to send via DeHub.
  - o Develop and lead trainings, workshops, and additional resources for those in the student organization community.
  - Prepare an advisor appreciation gift/event(s).
- (10%) Assist with quarterly events highlighting student organizations including the involvement fair.
- Perform other duties as assigned by the Student Involvement staff.

# **Principal Learning/Objectives:**

- The student will have an opportunity to put theory to practice in a student affairs office setting, specifically in advising both on a one on one basis and in a group setting.
- The student will have an opportunity to create trainings and resources.
- The student will have the opportunity to connect interested students to student organizations and our office.
- The student will develop practical programming and facilitation skills.

#### Minimum Knowledge, Skills, and Abilities required:

- Ability to handle basic budgetary needs on a large scale
- Comfort with technology; able to pick up new technologies quickly
- Ability to work autonomously in a flexible and dynamic environment
- Ability to adhere to a clearly defined work calendar and to manage multiple deadlines

- In order to serve as a graduate assistant, you must be currently enrolled at DePaul University within a Master's program in the College of Education.
- Demonstrates ability to apply student development theory to practical experiences
- Strong organizational skills
- Experience in detail-orientated planning
- Strong written and oral communication skills
- Presentation or workshop training experience and skills

#### Hours/schedule:

Graduate assistantship will begin at the start of the Fall 2021 quarter. The student will be required to work 25 hours per
week between the hours of 9am-5pm unless otherwise noted. Renewal of the position may occur if the Student
Involvement staff feels the student is satisfactorily progressing in their academic program, and are satisfied with the quality
of work being provided by the student. The position is based on the DePaul University academic calendar.

#### JOB DESCRIPTION

Department: Residential Education, DePaul University
Job Title: Graduate Assistant for Residential Education

Supervisor: Associate Director

Date: 7/1/2021

**General Summary**: Reporting to an Associate Director, the Graduate Assistant for Residential Education is a part-time staff member responsible for the co-administration of the outreach and student success initiatives of the department, including, but not limited to large-scale programming, student learning opportunities, student conduct process implementation, collaboration with campus partners, and staff training. The Graduate Assistant position is a live-off position that is designed to prepare individuals for a full-time position in Student Affairs.

## **Principal Duties and Responsibilities:**

- 1. (35%) Co-coordinates and oversees various aspects of large-scale programming for the residential community, which may include Welcome Week, social justice and inclusion initiatives, RELI (Residential Education Learning Initiatives), academic outreach, and harm reduction initiatives.
- 2. (25%) Assists with the implementation of established Living Learning Community and development of proposals for additional LLCs.
- 3. (15%) Participates in implementing the Student Conduct Process for residential students, which may include staff training, continued education series for student staff, and serving as a Hearing Officer.
- 4. (10%) Participates in all appropriate departmental, divisional and university meetings and training programs.
- 5. (10%) Cultivates relationships with various university departments, within Student Affairs and Academic Affairs, but also including Housing Services and Facility Operations. May involve collateral positions with other university departments.
- 6. (5%) Supervises an Office Assistant and makes decisions related to student welfare, student discipline and frequently works without direct supervision. Decisions referred to supervisor include performance management, student welfare and student discipline. Other duties as assigned by supervisor.

# **Principal Learning/Objectives**:

- 1. The student will have an opportunity to put theory to practice in a student affairs office setting, specifically working with residential students in the residence hall environment.
- 2. The student will have an opportunity to supervise undergraduate Office Assistants.
- 3. The student will develop practical programming skills.

# Minimum Knowledge, Skills and Abilities required:

- Ability to communicate effectively in writing and verbally.
- Ability to effectively interact with students, parents, colleagues, staff and faculty.
- Ability to effectively interact with the professional and paraprofessional staff in the department.
- Ability to provide both a student-centered and a customer service orientation.
- Appreciation for and commitment to inclusion and diversity issues.
- Ability to work and make decisions in a high-volume, fast-paced environment.
- Microsoft Office Suite and Windows user. Some experience with Adobe Suites preferred.

- Education: Bachelor's degree and successful enrollment in a graduate program in the College of Education at DePaul University.
- Experience: Prior residence life experience preferred.
- Professional Attributes: Must be well-organized and able to work under pressure with multiple deadlines in an ever changing, fast paced environment. Commitment to student development and appreciation for

inclusion and diversity is crucial. Must be willing to be a team player. Seek candidates with a clear understanding of a Catholic, urban institution. Due to the autonomous nature of this position and constantly developing structure, individual must be willing to take initiative, to ask questions, and be a self-starter.

## Hours/Schedule:

Graduate assistantship will formally begin on July 1, 2021 and will be expected to work 20 hours per week (between 9am-5pm). GA will also be expected to work some hours outside of the 9am-5pm timeframe (i.e. departmental program responsibilities, divisional programs, etc.) Renewal of the appointment will be dependent on satisfactory job performance.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. DePaul management reserves the right to amend and change responsibilities to meet business and organizational needs.

For questions regarding this position, please contact Brent Ploughe, Associate Director, Residential Education, at b.ploughe@depaul.edu.

**Department** New Student and Family Engagement (NSFE)

**Position Title** Graduate Assistant **Supervisor** NSFE Professional Staff

**Date** February 2021

## **General Summary**

The Office of New Student & Family Engagement (NSFE) works to help ensure the quality of the student experience at DePaul University by providing programming and services that aid in students' transition and integration process into the university community. NSFE will hire <a href="three">three</a> grad assistants (for 12-month assistantships) to support the following program areas:

- **Chicago Quarter**: Required course that acquaints first-year students at DePaul to the metropolitan community, neighborhoods, cultures, people, institutions and issues in Chicago. Students also learn about university life, resources, and how to be a successful student.
- **Orientation:** Mandatory program for all incoming undergraduate students designed to provide them with the tools for a successful first year at DePaul. Premiere DePaul (freshman orientation) occurs throughout the summer. Transition DePaul (transfer orientation) occurs throughout the summer and in advance of each quarter.
- **Student Success Coaching**: One-on-one peer coaching to support first-year students in transitioning into DePaul and creating goals to meet their idea of success.

## **Principal Duties and Responsibilities**

- 1. Advise and manage undergraduate student leaders (i.e. Chicago Quarter Mentors, Orientation Leaders, Student Success Coaches).
- 2. Assist in the recruitment, selection, training and supervision of student leader staff.
- 3. Execute logistics for departmental programs including collaborating with campus partners, negotiating program details, and coordinating day-to-day program logistics.
- 4. Compile and analyze program evaluation data.
- 5. Serve as a staff professional in a Chicago Quarter first-year course during the fall quarter (more details will be shared during interview).
- 6. Design and deliver workshops and presentations to students, faculty, staff, and parents/families.
- 7. Represent the Office of New Student and Family Engagement to new students, families, and guests of the University.
- 8. In collaboration with two other departmental graduate assistants, provide assistance for programs and events sponsored by the Office of New Student and Family Engagement.

Please note: These job duties are subject to change as DePaul University responds to the COVID-19 pandemic, and will follow city/state guidelines.

# **Principal Learning Objectives**

- 1. The Graduate Assistant will have an opportunity to put theory into practice in a student affairs office setting.
- 2. The Graduate Assistant will develop student supervision and coaching skills.
- 3. The Graduate Assistant will gain insight on the impact of transition programs on student success.

- Enrolled as a graduate student at DePaul University, with the intent of maintaining student status through the entire 2021 2022 academic year. Candidates must be enrolled in a graduate program with a demonstrated curricular link to student development.
- Display strong interpersonal, communication, and organization skills and the potential to further develop these skills
- Knowledge of and commitment to the mission of DePaul University
- Demonstrated time-management skills and flexibility as well as the ability to think critically and solve problems through complex situations

- Ability to work well independently and take initiative to prioritize and complete position duties
- Demonstrated enthusiasm for DePaul and the Chicago community
- Demonstrates desire to apply student development theory into practice
- Ability to adhere to a clearly defined work calendar and to manage multiple deadlines
- Flexible and open to working in different modalities (in-person and/or online). In the 2021 2022 year, these positions will likely include a blend of remote and in person work responsibilities.
- Comfort with technology and able to pick up new technologies quickly
- Access to reliable internet

## **Hours & Schedule**

- Graduate assistantships will formally begin on June 1, 2021.
- The GA is expected to work an average of 20 hours a week for 12 months.
- Due to the nature of this position, after-hours and weekend work responsibilities may be required during program implementation, but will be communicated to the graduate assistant in advance.
- The graduate assistant may be reappointed to this position based upon satisfactory completion of work responsibilities and academic progress.

# **Important Dates (to be negotiated upon hire)** \*dates are subject to change

Virtual Chicago Quarter Best Practices Conference: Friday, June 4, 2021 from 9:00am-5:00pm CDT

Chicago Quarter Pre-Immersion Meeting: August 25, 2021, hold 9:00am-5:00pm CDT

Chicago Quarter Immersion Week: Monday, August 30th to Friday, September 3rd, 8:00am-6:00pm CDT

Great Starts Meeting: Wednesday, September 1st, hold 9:00am-5:00pm CDT

Premiere & Transition DePaul Orientation Programs (see below)

Orientation Leader Summer Training: June 14-21, 2021

Success Coaching Fall Training: October 22nd and 29th 1-5pm, November 5th, 12th, and 19th 1-5pm

Success Coaching January 2022 Training: Sunday, January 2nd 10am-3pm CDT

## Virtual Premiere & Transition DePaul Programs (synchronous availability on Zoom, 3-7pm):

\*these required for Orientation GA only

Friday, June 4, 2021

Tuesday, June 22, 2021

Wednesday, June 23, 2021

Thursday, June 24, 2021

Tuesday, June 29, 2021

Wednesday, June 30, 2021

Thursday, July 1, 2021

Tuesday, July 6, 2021

Wednesday, July 7, 2021

Thursday, July 8, 2021

Tuesday, July 13, 2021

Wednesday, July 14, 2021

Thursday, July 15, 2021

Tuesday, July 20, 2021

Wednesday, July 21, 2021

Thursday, July 22, 2021

Tuesday, July 27, 2021

Wednesday, July 28, 2021

Thursday, July 29, 2021

Tuesday, August 10, 2021

Tuesday, August 17, 2021

Tuesday, August 24, 2021

Tuesday, August 31, 2021

Tuesday, September 7, 2021