

First Year Experience Graduate Assistant for Mentor Programs

SUMMARY of POSITION

The *Graduate Assistant for Mentor Programs* will serve as an integral part of the First Year Experience (FYE) program. This position will report directly to the Manager of Mentor Programs to assist with the logistics, planning, and program components for the Mentor Program. The Graduate Assistant will become familiar with all aspects and delivery of programs within FYE.

Applicants must meet the eligibility requirements set by the Office of Graduate Studies. As an employee of the University, the Graduate Assistant is expected to act professionally and respect FERPA confidentiality regulations. The Graduate Assistant is required to participate in appropriate training.

Start Date:

The preferred start date is mid-May. The position will be paid on an hourly basis (approximately 20 hours per week) from May through August. Beginning in September, there will be a 20-hour per week commitment through the following May (based on the Graduate Assistantship contract). This position will include some evening and weekend requirements. This position is open until filled.

FIRST YEAR EXPERIENCE: MISSION, GOALS, & SERVICES

The mission of First Year Experience at the University of Wisconsin-Whitewater is to provide guidance to students and their families in their transition to the campus community. We serve as a campus resource that provides engaging, inclusive, and academically integrated transitional experiences to enhance student development.

The First Year Experience focuses on four main goals: transition, connection, integration, and development.

- *Transition:* To provide programs and services which support a successful academic and social transition to the University.
- *Connection:* To empower students to connect to campus resources, peers, faculty, staff, University traditions, and the community at large.
- *Integration:* To provide programs and services which foster integrated curricular and co-curricular experiences.
- *Development:* To deliver intentional opportunities that promote academic success, intellectual curiosity, intrapersonal, and interpersonal development.

FYE provides the following programs and services:

- Warhawks SOAR (student orientation, advising, & registration)
- Warhawk Welcome (fall and spring orientation)
- Mentor Programs
- New Student Seminar
- Student Leadership (Hawk Squad, Peer Mentor, Peer Transfer Mentor, Student Crew, Purple Pit Crew)
- Family Programs (i.e., Family Fest, Newsletter, Calendar, etc.)

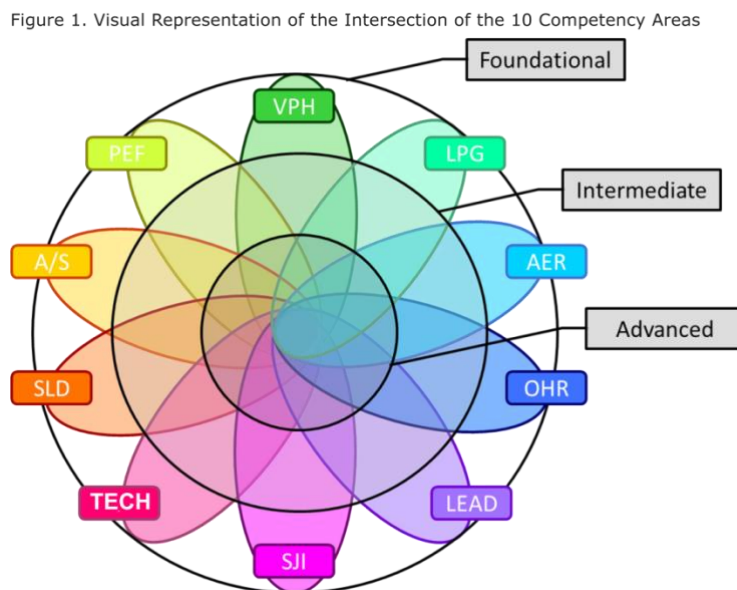
PROFESSIONAL COMPETENCY AREAS

The American College Personnel Association (ACPA) and National Association of Student Personnel Administrators (NASPA) (2015) professional competency areas for student affairs educators serve as the foundation for the First Year Experience Graduate Assistant positions descriptions. The ten professional competency areas are defined as the “essential knowledge, skills, and dispositions expected of all student affairs educators” (p. 7).

The ACPA and NASPA (2015) professional competency areas for student affairs educators include:

- 1) Personal and Ethical Foundations (PEF)
- 2) Values, Philosophy, and History (VPH)
- 3) Assessment, Evaluation, and Research (AER)
- 4) Law Policy, and Governance (LPG)
- 5) Organizational and Human Resource (OHR)
- 6) Leadership (LEAD)
- 7) Social Justice and Inclusion (SJI)
- 8) Student Learning and Development (SLD)
- 9) Technology (TECH)
- 10) Advising and Supporting (A/S)

The purpose for this foundation is to support students in their graduate education to learn and develop within the professional competency areas. The competencies provide a baseline for graduate students to evaluate and reflect upon their knowledge, skills, and dispositions that directly impact their success as a student affairs educator. In addition, ACPA and NASPA (2015) provide a rubric to develop along the foundational, intermediate, and advanced levels. Each competency area is distinct, however intersections occur between the competency areas. Figure 1 (below) outlines the intersections of the 10 competency areas.



(ACPA & NASPA, 2015, p. 9)

ESSENTIAL JOB FUNCTIONS

Related professional competency areas identified numerically

Supervision/Advising

- Provide direct supervision of Transfer Peer Mentors and Transfer Orientation Leaders (1, 3, 5, 6, 7, 8, 10)
 - Maintain regular contact with staff members
 - Provide ongoing feedback (formal and informal) to staff members
- Assist with the supervision of Peer Mentors and Lead Peer Mentors (1, 3, 5, 6, 8, 10)
 - Help to facilitate Lead Peer Mentor and Peer Mentor staff meetings

Administration

- Assist with the recruitment, selection and hiring process of all Mentor staff (1, 3, 5, 6, 7, 8, 10)
 - Market and advertise positions including contacting and presenting to student organizations
 - Facilitate information session for prospective applicants
- Coordinate the Outstanding Freshman & Transfer Scholarship application and selection process; present at ceremony (1, 3, 5, 6, 10)
- Attend regular FYE staff meetings and weekly one-on-one meetings with Manager of Mentor Programs (2, 5, 6)
- Front desk coverage: provide good customer service via phones, emails, and for walk-ins (5, 6, 9)

Event Planning

- Assist with the fall and spring Warhawk Welcome (2, 3, 5, 6, 7, 8)
- Co-leadership in planning and implementing Family Fest (2, 3, 5, 6, 7, 8, 10)
- Assist with the implementation of various FYE events: Family Fest, Warhawks SOAR, Warhawk Welcome, etc. (5, 6, 8)

Leadership/Training

- Assist with the development and implementation of Mentor Staff training in fall & spring (2, 3, 5, 6, 7, 8, 10)

Budget

- Assist Manager of Mentor Programs with tracking expenses and budget management (4, 6, 9)
- Maintain payroll records for Mentor staff

Research

- Research best practices for Mentor Programs (2, 3, 7, 8, 9)

Technology

- Update and maintain Social Media outlets for FYE (2, 6, 9)
- Update and maintain FYE's Mentor and Outstanding Freshman Award website pages (2, 6, 9)
- Edit and distribute the New Student Seminar electronic newsletter (2, 5, 6, 8, 9)
- Update the FYE website for Family Fest (5, 6, 9)

Other

- Provide excellent customer service, integrity and initiative
- Other duties as assigned to give additional support within First Year Experience