



# Graduate Assistantship OPPORTUNITY

[www.atu.edu/workwithus](http://www.atu.edu/workwithus)

## ABOUT ARKANSAS TECH UNIVERSITY:

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One of America's 10 fastest-growing universities in our category in 2013, 2014 and 2015, Arkansas Tech has seen its enrollment increase by 184 percent since 1997. We are the fastest-growing university in our state and one of the 3 largest institutions of higher learning in Arkansas. With more than 12,000 students, Arkansas Tech is large enough to serve a diverse community of learners and passionate about maintaining its institutional heritage of providing for the individual needs of each student. We are the Tech Family.

## ABOUT THE DIVISION OF STUDENT SERVICES:

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Student Services at Arkansas Tech University is seeking high-energy, student-focused individuals interested in making a positive impact in the lives of our students. While academic achievement leading to graduation is the reason for attending Arkansas Tech University, the experiences that students have outside the classroom prove to have a lifelong impact.

## OUR COMMITMENT TO GRADUATE ASSISTANTS WORKING IN STUDENT SERVICES:

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- An individual focus on your personal and professional development.
- A challenge to know and identify current trends while understanding how they impact our work.
- An environment that challenges you for your best work, while holding you accountable.
- A connection to professional associations through conference affiliation, attendance, and related research.
- An opportunity to gain experiences similar to that of a full time staff member.
- A daily work environment that fosters individual project management.
- Achieve transferrable skills in a fun and exciting work environment.

## COMMON AREAS OF GRADUATE STUDY:

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College Student Personnel

Liberal Arts

Strength & Conditioning

Psychology

Multi-Media Journalism

Emergency Management & Homeland Security

For a complete list of graduate areas of study, visit [www.atu.edu/gradcollege](http://www.atu.edu/gradcollege)



# GRADUATE ASSISTANTSHIP FOR CIVIC Engagement



## RESPONSIBILITIES:

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- Assist in the coordination of service/community projects and/or initiatives, including:
  - Planning and implementation of monthly Action Days
  - Track and report service hours on a semester basis
  - Facilitate office communication between community partners and plan the Community Partners Summit
  - Facilitation grant application and reporting process for the \$100 Solution Project
  - Planning annual Alternative Spring Break
- ⬢ Serve as secondary advisor to civic engagement student advisory group
- ⬢ Planning and implementation of campus wide programming (On Track events, Green & Gold Give Back, iServe Week, Women's Week)
- ⬢ Work on special projects to advance civic engagement initiatives such as recognition, outreach, new program research
- ⬢ Assist in recruitment and programming for the Civic Engagement LLC
- Assist in overall program assessment
- ⬢ Serve as an educational resource to students interested in community service and civic engagement

## RENUMERATION & QUALIFICATIONS:

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The minimal requirements for a candidate seeking this assistantship opportunity are a bachelor's degree from an accredited college or university, admittance to the Arkansas Tech University graduate school as a master's degree seeking graduate student, a completed background check, eligibility to drive on behalf of the State of Arkansas for professional meetings and occasional student travel, and availability to begin working July 1, 2018.

This position pays a stipend of \$1,000 monthly. In addition, 18 hours of graduate credit tuition is covered per year.

## HOW TO APPLY:

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Please submit a cover letter, resume, and three professional references to Aubrey Holt, Interim Associate Dean for Campus Life, [aholt7@atu.edu](mailto:aholt7@atu.edu).

# GRADUATE ASSISTANTSHIP FOR



# INTRAMURALS & CLUB SPORTS



## RESPONSIBILITIES:

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- Develop multiple intramural sports and schedules
- Oversee regular season and post-season scheduling
- Assist in oversight and management of team and individual registration software
- Develop and conduct workshops and trainings for student officials
- Hire, train and evaluate student staff, including officials and scorekeepers
- Recruit individuals and teams to participate in intramural offerings
- Assist in sport set-up and scheduling
- Coordinate Club Sports Program
- Serve as advisor to the Club Sport Budget Council
- Assist in the development of criteria for starting a Club Sport
- Monitor club rosters and participant eligibility
- Assist in turf management
- Contribute to the overall operation of the Office of Campus Recreation through office hours, related events, promotional efforts, and assist with other services that are offered.

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# GRADUATE ASSISTANTSHIP FOR

# Veteran Services



## RESPONSIBILITIES:

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- Assist in the development, planning and implementation of Veteran events, programs and projects
- Investigate and develop new strategies to address the needs of student Veterans and military family members
- Assist with or direct student veterans and military family members to information on academic programs, financial aid, counseling and support services, and other university processes
- Serve as an educational resource to students and parents interested in VA educational benefits
- Assist with supervision of VA work-study students
- Assist with informational/social media updates for student veterans and military family members
- Prepare internal and external reports and other written correspondence
- Research, evaluate and report information pertaining to student veteran population for assessment
- Research and compile information pertaining to scholarship opportunities and community resources
- Assist the VA certifying official(s) in maintaining VA records and files of students receiving GI Bill benefits; monitoring student enrollments, grades and academic progress; completing degree check sheets; and compiling student bio and enrollment information for entry into the VA electronic system (VAOnce)

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# GRADUATE ASSISTANTSHIP FOR



# Student Transition



## RESPONSIBILITIES:

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- Assist with the planning, implementation and coordination of Orientation (incoming freshmen, transfer, online, international, and graduate)
- Assist with the planning, implementation and coordination of annual fall Welcome Week
- Assist with the recruitment, selection, and training of student Orientation staff
- Assist with the development and coordination of programming for first generation students
- Assist with the development and coordination of programming for adult and commuter students
- Aid in developing collaborative relationships across campus to engage various stakeholders in office initiatives
- Assist in overall program assessment
- Work on special projects, such as publications, outreach, and marketing
- Serve as an educational resource to students and parents

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