



Graduate Assistantship OPPORTUNITIES

www.atu.edu/workwithus

ABOUT ARKANSAS TECH UNIVERSITY:

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:

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:

- 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:

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

GRADUATE ASSISTANTSHIP FOR CHEER



RESPONSIBILITIES:

- Supervise daily operations of cheer practices.
- Implement coaching strategies, safety objectives and dance techniques with assistance from cheer captain(s) at daily practices.
- Coordinate and supervise Spirit Squads at athletic events and/or at other special event performances.
- Prepare and plan activities for pep rallies, special events, Homecoming activities, Family Day activities, and Game Day activities.
- Assist in development of annual clinics and/or tryouts for Spirit Squad teams.
- Assist with planning of summer camp(s) for Spirit Squads.
- Assist with any travel as it relates to Spirit Squads, etc.
- Assist in academic programming.
- Assist with marketing strategies for clinics, tryouts, and recruitment.
- Experience with cheer teams as it relates to skill progression of cheer is preferred, but not required.

RENUMERATION & QUALIFICATIONS:

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, 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:

Please submit a cover letter, resume, and three professional references to **Aubrey Holt, Interim Associate Dean for Campus Life**, aholt7@atu.edu.

GRADUATE ASSISTANTSHIP FOR CAMPUS LIFE



RESPONSIBILITIES:

- Assist in the coordination of the co-curricular experience program, On Track, including:
 - Assist in advising student committee responsible for program design.
 - Lead aggressive recruiting campaign for program participants.
 - Assist in building collaborative relationships across campus by working with other campus departments and faculty.
 - Conceptualizing and facilitating programs to fulfill various learning outcomes.
 - Build curriculums within the curriculum software program to track participation.
 - Coordinate the tracking of participation.
 - Provide support to participants (troubleshooting issues, answering questions).
 - Assist with assessment of overall program.
 - Manage the budget of the program as well as the incentive excursion, including travel, lodging, activities, and selection of students.
 - Recruit, hire, train, and supervise a team of student workers to track participation.
- Assist in facilitation of leadership programs. (LEAD, On Track leadership programs, freshmen leadership experience)
- Assist in facilitation of service initiatives. (monthly volunteering programs, Alternative Spring Break, Green & Gold Give Back Day)
- Assist in implementation of campus wide programming. (Homecoming, International Women's Week)
- Manage social media of Campus Life.

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

HOW TO APPLY:

Please submit a cover letter, resume, and three professional references to **Aubrey Holt, Interim Associate Dean for Campus Life**, aholt7@atu.edu.

GRADUATE ASSISTANTSHIP FOR GREEK LIFE LIVE-IN



RESPONSIBILITIES:

- Serve as the Residence Hall Director for the College Panhellenic Residence Hall:
 - 85 bed residence hall
 - 4 chapter wings
 - 2 common use spaces
 - Supervise 4 chapter Resident Assistants
- ⬢ Serve as the advisor for the College Panhellenic Council.
- ⬢ Serve as an advisor for Order of Omega.
- Responsible for community wide trainings encompassing risk management, social event policy, anti-hazing, and alcohol awareness.
- ⬢ Co-coordinate fall and spring semester programming efforts, such as Greek Week and Greek 101.
- ⬢ Coordinate council officer transition and chapter officer training.
- Coordinate the registered student organization process for all councils.
- ⬢ Oversee chapter participation in the On Track (co-curricular experience) program.
- ⬢ Work on special projects, such as recognition, scholarship promotion, publications, outreach, and marketing.
- Assist with the planning and implementation of IFC and CPC recruitments.
- ⬢ Serve as an educational resource to students and parents interested in Greek Life.

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This position pays a stipend of \$1,000 per month. In addition, 18 hours of graduate credit tuition per year is covered. A one-bedroom apartment with full kitchen, \$500 per semester meal plan, \$1,000 per year professional development funds are included.

HOW TO APPLY:

Please submit a cover letter, resume, and three professional references to **Aubrey Holt, Interim Associate Dean for Campus Life**, aholt7@atu.edu.

GRADUATE ASSISTANTSHIP FOR Diversity & Inclusion



RESPONSIBILITIES:

- Assist in the student success of underrepresented students:
 - Conduct focus groups and surveys about underrepresented student needs.
 - Communicating with students on registering for classes in a timely manner.
 - Partnering with other offices to enhance student success for underrepresented students.
- Assist with the implementation of diversity and inclusion trainings, workshops and educational initiatives:
 - Facilitate presentations and workshops for student organizations, student leadership teams and the campus community
- Aid in the development and implementation of campus wide annual programmatic efforts in the following areas:
 - Cultural based heritage days/weeks/months
 - Nationally sponsored days/weeks/months of recognition
 - Related advocacy and inclusiveness initiatives
- Assist in collaborative programming with the Department of Student Success to ensure that programs and services offered are meeting the needs of underrepresented students.
- Work in partnership with the Department of Campus Life to engage underrepresented populations into existing initiatives including the co-curricular experience, leadership and service programs, Greek Life, student activities and New Student Orientation.

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

HOW TO APPLY:

Please submit a cover letter, resume, and three professional references to **Yasushi Onodera, Associate Dean for International and Multicultural Student Services**, yonodera@atu.edu.

GRADUATE ASSISTANTSHIP FOR

student WELLNESS



RESPONSIBILITIES:

- Provide leadership for the Peer Health Educator program. Select, train, and supervise the Peer Health Educators who are undergraduate students who have been selected to provide health outreach to the campus, often providing trainings in the residence halls and across campus.
- ⬢ Assist with the implementation and creation of campus wide educational programming. Themes include but are not limited to the following: drug and alcohol education, mental health awareness, suicide prevention, college student health, and other wellness topics.
- ⬢ Provide oversight for the Student Health 101 wellness education program and e-magazine including customization of monthly pages and campus-wide marketing of the magazine. Student Health 101 is a magazine which addresses various wellness topics; it is sent monthly to all students.
- Coordinate marketing efforts for programs using social media and campus flyers.
- ⬢ Cooperate with other campus organizations and departments in providing wellness education and programming.
- ⬢ Provide administrative support within the daily operations of the clinic.

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

HOW TO APPLY:

Please submit a cover letter, resume, and three professional references to **Kristy Davis, Associate Dean for Student Wellness**, kdavis51@atu.edu.

GRADUATE ASSISTANTSHIP FOR Graphic Design



RESPONSIBILITIES:

- Coordinate all print, web and related design projects, including:
 - In-house and print flyers, posters and various event marketing material.
 - Screen print and embroidery design.
 - Image, text, and video related content for campus video marketing boards.
 - Themed designed packages which includes multiple platforms such as flyers, website, invitations, letterhead, screen printing and brochures.
- Design content for departmental website and registered student organization platform.
- Tracking and oversight of departmental content management website.
- Assist registered student organizations with publicity and design plans.
- Special projects for the Division of Student Services.

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HOW TO APPLY:

Please submit a cover letter, resume, and three professional references to **Aubrey Holt, Interim Associate Dean for Campus Life**, aholt7@atu.edu.



GRADUATE ASSISTANTSHIP FOR

UTDS

University Testing & Disability Services



RESPONSIBILITIES:

- Tracking exam requests and scheduling accordingly.
- ⬢ Scheduling readers/scribes for exams.
- ⬢ Printing exams and accompanying instructions and ensuring accuracy of details, or transferring to secure flash drive for Text-to-Voice.
- Maintaining file folders in the testing cabinet (sorted according to where they are in the testing process), and assigning student workers to return tests in the morning and afternoon shifts.
- ⬢ Ensuring start/stop/test details are recorded on appropriate forms and entered into the AIM system accurately and completely.
- ⬢ Send reminders to instructors about testing contracts.
- Return exams and track exams when necessary.
- ⬢ Proctoring/administration of accommodated tests.
- ⬢ Cross-train on basic AIM functions for both Testing and Disability Services to assist professional staff as necessary, including verifying scanned documents and uploading to student's profile or pending application.
- Answer phones, transfer calls, take messages, and communicate effectively with students, faculty, staff, and members of the community.
- ⬢ Train on intake process with option to handle intakes for lower-level requests for accommodation under the guidance of Director/Coordinator.

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HOW TO APPLY:

Please submit a cover letter, resume, and three professional references to **Holli Weiss, hweiss@atu.edu, Director of Testing and Disability Services.**