

# TRiO/SSS Graduate Assistant

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Reports To: Director of TRiO Programs

Work: 20 hours each week, 10 months each year

Duties and Responsibilities:

1. Provides support to the SSS staff in developing, scheduling and facilitating student development workshops.
2. Provides support to the SSS staff in working with small group learning sessions.
3. Works with the SSS staff in arranging all cultural and educational field trips.
4. Serves as student chaperones during all cultural and educational field trips.
5. Assist the program's administrative assistant in publishing on the SSS newsletter.
6. Supervise student usage of the SSS lab.
7. Work with students reviewing homework assignments
8. Meet with students to complete their Individual Success Plans (ISP). Students will develop short and long-term goals for their semesters.
9. Graduate assistants will meet at least once during the year to gauge students' progress on short and long-term goals. They will also assist students in making adjustments in goals when necessary.
10. Perform other duties as assigned by SSS staff.

Qualifications:

## Required

Must be enrolled in a graduate degree program at Shepherd University  
Must be capable of devoting 20 hours each week to the SSS Program  
Excellent oral and written communication skills  
Ability to use Microsoft Office Suite  
Maintain a high level of confidentiality  
Maintain a high level of professionalism

## Desired

Enrolled in a field of study that supplements the staff abilities in addressing the needs of the students  
Strong supervision skills  
Ability to work with groups of 30-35 students  
Ability to walk for long periods of time  
Ability to work in a team environment

Compensation:

\$10.42 per hour

Up to 16 credit hours of graduate tuition waived at Shepherd University per year.