



The CEHS/APSS Student and Career Development team is seeking to hire several graduate assistants for the 2023-2024 academic year. All graduate assistant positions are funded at the master's level and may be 0.50 FTE (20 hrs/week) or 0.25 FTE (10 hrs/week), dependent upon student availability and project need. [Please be attentive to the Graduate College policy regarding tuition waiver eligibility for assistantships that are 0.25 FTE.]

Our graduate assistants will aid the development, implementation, facilitation, and/or coordination of multiple student recruitment, development, and retention projects. These graduate assistant positions work under the direction of various members of the Student and Career Development team. The specific supervisor(s) will be determined by the project or initiative with which the graduate assistant is working.

Our team is committed to diversity, equity, and inclusion efforts and expects the same of our graduate assistants. All graduate assistants must be committed to working with individuals and groups of prospective and current college students throughout the College of Education and Human Sciences.

Below is an outline of necessary skills we seek from any graduate assistant. The following pages provide a brief overview of several of the projects or initiatives that our team leads but is not an exhaustive list of the potential work for our graduate assistants. Information regarding how to apply is provided at the bottom of this page.

Skills required for success. Strong candidates for this assistantship will:

- be service focused;
- have a well-developed ability to relate to students and other adults;
- be willing to share their own experiences including challenges in college with students;
- ask critical questions, record instructions, and follow directions effectively;
- exhibit strong organizational skills and be detail oriented;
- demonstrate a high level of initiative/be proactive;
- possess the willingness and ability to solve problems;
- remain work focused and use work time efficiently and effectively;
- adopt a flexible approach to job assignments as needed;
- exhibit excellent presentation and communication skills (verbal and written);
- produce accurate and well-written material;
- remain positive and professional in all endeavors;
- be open to constructive criticism and guidance;
- have proficient computer skills.

Candidates must be admitted to a graduate program within the College of Education and Human Sciences or other applicable program at OSU prior to acceptance of this graduate teaching assistant position.

Application: Submit a current resume or C.V. and cover letter to amy.gazaway@okstate.edu. Neither your resume/C.V. nor your cover letter should exceed two pages. Within the cover letter please discuss the following:

- Your 3-5 strongest required skills
- Relevant experience or other qualifications to be considered
- Projected graduation

Deadline: Open until filled. Preference will be given to candidates who submit their materials by 12noon



on Monday, May 1, 2023. Invitations to interview, either in person or via Zoom, will begin the week of May 1.

The following provides a brief overview of several of the projects or initiatives that our team leads; it is not an exhaustive list of the work graduate assistants may be assigned. For example, our student services team facilitates several events throughout the year that contribute to student recruitment and retention goals. All graduate assistants, based upon availability and need, may be asked to assist with other duties as assigned.

We have six specific areas of work or initiatives for which we hire graduate assistants. Two are relatively new areas of focus: Student Recruitment and Student Organization Support; a brief description of each is provided below. We also have four established initiatives for which our graduate assistants provide critical support: Communications, Ambassadors, Learning Lounge, and Career Development. Each of these initiatives is described in general terms with a list of associated responsibilities.

STUDENT COMMUNICATIONS

Our Director of Recruitment and Retention oversees a multitude of communications efforts with both prospective student, current student and related stakeholder audiences. These communications efforts are coordinated with communications and marketing staff located in OSU Brand Management, Undergraduate Admissions and in the college Marketing and Communications unit, among other partners. Projects include development and implementation of strategic electronic communication campaigns, e-newsletter content development, publications and promotional materials design, social media content development, event and activity photography and video production, and more. The graduate assistant will work with the Director of Recruitment and Retention as well as other unit staff, partners and stakeholders to successfully address prospective and current student-focused communications priorities that promote CEHS programs and related opportunities and encourage student persistence and development from point of application to beyond degree completion.

STUDENT RECRUITMENT

Our Prospective Student Development Coordinators provide leadership for the recruitment of students for all undergraduate programs across the college. They collaborate with Undergraduate Admissions to deliver college and major specific programs as part of university events. The graduate assistant will work with the Director of Recruitment and Retention as well as the Prospective Student Development Coordinators on a variety of student recruitment initiatives, including a special focus on the needs of historically underrepresented, transfer and online prospective student populations. The nature of work will include initiative and event planning and implementation.

STUDENT ORGANIZATION SUPPORT

The College of Education and Human Sciences leans on our student organizations to provide opportunities to aid the personal and professional development of our majors. However, maintaining consistency of efficacy is an ongoing challenge; therefore, we are prioritizing development and promotion of resources that can be used to help CEHS student organizations be more consistent year to year. Our Student and Career Development team works with EHS Student Council and seeks to expand support for the development of the leadership teams across EHS-affiliated student organizations. We developed an assessment tool and protocol that is ready to be piloted and further refined. In addition, the graduate assistant will help promote resources available via Campus Link and OSU's Campus Life.



AMBASSADORS

Ambassadors serve as peer mentors in several roles for our freshmen class. This position will assist Ambassador Advisors in management of the student organization and its 70 members and assist and mentor Ambassadors serving in the First Year Seminar courses.

Specific responsibilities include, but are not limited to, the following:

- Provide assistance for first-year seminar Ambassadors to promote preparation to be an active participant in the EDHS 1112 course.
- Assist in the planning and execution of training, tracking attendance, monitoring Ambassador student interaction logs and providing the appropriate follow up.
- Identify freshmen that are at risk for leaving the university based on Ambassador feedback and developing a system to track and follow up with these students and their issues.
- Assist First-Year Seminar Ambassadors in their implementation of curriculum and with problem solving for their class sections and student small groups.
- Send out assessments to Ambassadors and instructors of First Year Seminar courses three times per semester to monitor the program and member engagement.
- Present information and programing to Ambassadors.
- Be available to meet with students (most commonly Ambassadors) one-on-one and/or in small groups to assist them in the academic and personal issues and provide a mentor role to these mentors.
- Facilitate space reservations and logistics for Ambassadors.
- Coordinate communications for all projects in your assigned areas.

LEARNING LOUNGE

Learning Lounge is an academic success and retention initiative that is comprised of two parts: Tutoring services and Learning for life. The graduate assistant will coordinate and supervise the tutors assisting with upper division courses that have the highest D, W and F rates for students in our college. For the Learning for life segment, the graduate assistant will facilitate a series of programs that helps to teach students in learning skills and insights that will better enable them to manage short-term and long-term struggles.

Specific responsibilities include, but are not limited to, the following:

- Facilitate space reservations and logistics for Learning Lounge initiatives.
- Be a point of contact for Learning Lounge, providing updates and reminders.
- Coordinate communications for all projects in your assigned areas.
- Lead staff meetings on your areas of responsibility with your supervisor.
- Requesting assistance, asking questions and gaining knowledge on student support resources.
- Assist in the identification of courses of focus and recruitment of tutors for Learning Lounge study hall; assist with the recruitment of student organizations or faculty to host relevant academic support initiatives.



CAREER DEVELOPMENT

The career development graduate assistant works closely with our team members who serve as career consultants. As such, we work for the benefit of all undergraduate majors within our college.

Specific responsibilities include, but are not limited to, the following:

- Manage the development and distribution of the Cowboy Career Roundup in coordination with our career consultants.
- Provide assistance for the creation and updates of career development resources in support of our undergraduate programs.
- Actively and routinely search the HIRE System as well as relevant job/internship posting sites for opportunities for Education and Human Sciences majors.
- Assist with the implementation of college and university career services professional development events (i.e., connection sessions, resume clinics, workshops, career fairs).
- Collaborate with the Graduate Career Consultant to create and promote services available for graduate students throughout the college.
- Facilitate the collection of internship and alumni profile information to aid the career development of students across all program areas.