



Graduate Assistantship

Position Title: Grace Scholars Program Graduate Assistant 1

Reports To: Grace Program Director, Maria Vanessa Vasquez

Department: Academic Affairs, Grace Scholars Program

FLSA Status: [Non-exempt](#)

Employment Status: [Part-Time Non-Benefit Eligible](#)

FTE: .25

Grant Funded: [YES](#)

Origination Date: March 2020

Revision Date: August 2024

Position Summary:

The Graduate Assistant position within the Grace Scholars Program is a position designed to provide educational experience in college administration and student personnel. The graduate assistant will be responsible for assisting students. Initiatives with Scholars focus on community development, leadership development, personal and professional development, and civic responsibility. The graduate assistant will also provide additional support to the Grace Scholars Program's departmental efforts and activities and administrative support to the Program Director.

Primary Responsibilities:

The Graduate Assistant will support the overall operations of the Grace Scholars Programming including planning and coordinating programmed events, collaborating with campus colleagues, and program assessment. The roles and functions of the position may be subject to change.

- Communicate (via phone, email, in-person) with Grace students, Grace staff, and MMU staff to promote Grace programs, recruitment, attendance, increased student participation at events
- Help plan, support and participate in Grace events hosted each month (3-4 events a month)
- Assist in program and event planning, including reserving spaces on campus, requesting services, contacting vendors and third-party entities, and prepare marketing materials for events
- Attend these events to provide leadership and problem-solve for event issues or needs.
- May require evening and weekend hours.
- Create event student/roster sign in sheets for each event to monitor student attendance
- Conduct program and event assessment activities for Grace Programming
- Create content for weekly Grace Newsletter mailed out to MMU students and staff weekly
- Greet students, parents, staff, and visitors who enter the Grace Office
- Assist the Program Director with projects/special projects as assigned
- Attend weekly one on one meeting with Supervisor
- Attend bi-weekly staff meetings
- Perform other duties, responsibilities, or special projects as assigned

Supervision:

- The Graduate Assistant reports only to the Director of the Grace Scholars Program, Maria Vanessa Vasquez

Skills and Experience:

- Strong working knowledge and understanding of Mount Mary University's programs, administrative offices, and campus layout (for event programming purposes only)
- Strong organization skills and attention to detail
- Demonstrated ability to work independently and maintain confidentiality as required
- Outstanding verbal, writing, and presentation skills; must be able to communicate and interact effectively with Mount Mary students, employees, and alumnae
- Exceptional ability to multitask and prioritize projects
- Excellent oral, written, and interpersonal communication skills, including the ability to work with diverse groups, facilitate group process and foster collaborative decision making
- Strong working knowledge of Microsoft Office, Mailchimp, Canva, and/or Survey Monkey

Qualifications:

- To perform this job successfully, an individual must be able to perform each primary duties satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform primary functions.
- Must be currently enrolled as a Graduate Student making Satisfactory Academic Progress (SAP) toward a recognized degree

Physical Demands:

- May be required to lift up to 20 lbs.
- Must reach, bend, stoop, lift
- Must sit, walk or stand
- Some repetitive motion may be required

Working Conditions:

- Can be scheduled for up to 15 hours a week
- Varying workflow; sometimes stressful with high workload times of the year
- Complete work required within a limited space
- Complete work required within a limited time

Mount Mary University practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace.

If you are interested in this position please email a resume, cover letter expressing interest and qualifications and at least two professional or academic references to:

Hiring Supervisor: Vanessa Vasquez
Email: vasquezm@mtmary.edu