



**Position:** Graduate Assistant for SHARE Mentoring/Tutoring Program

**Length of Contract:** 2018-19 Academic Year

**General Statement of Purpose and Duties:**

The position will administer and support various co-curricular opportunities related to the SHARE Mentoring/Tutoring Program, part time student employment and public service off-campus employment for students.

The Graduate Assistant for SHARE Mentoring/Tutoring program's primary role is to assist students with the facilitation of integrative learning with regards to civic engagement & social responsibility through student participation in the SHARE Tutoring program. SHARE stands for "Students Helping Adolescents Reach Excellence." Direct programmatic responsibilities include the coordination of tutoring program schedules, travel, overall program assessment and the recruitment, training & evaluation of volunteer staff.

**Reports to:**

The Graduate Assistant for SHARE Mentoring/Tutoring Program is the under the supervision the Assistant Director of the Center for Leadership & Engagement.

**Principal Duties and Responsibilities:**

1. Assist in the coordination of various aspects (e.g., advertising, recruitment, event planning, program assessments, strategic planning, etc.) of the SHARE Mentoring/Tutoring program.
2. Establish school district contacts to set semester tutoring calendar and clearance requirements
3. Organize transportation system with CGA owned vehicles (includes submission of proposals, budget maintenance, etc...)
4. Coordinate training, development and advisement for SHARE tutors and Center for Leadership & Engagement student staff
5. Attend regular staff meetings, trainings, professional development sessions, office events & functions
6. Conduct open office hours in the Center for Leadership & Engagement
7. Assist with the organization of the part time student employment and public service off campus employment program
8. Collaborate with other Graduate Assistants in the daily operations of the Center for Leadership & Engagement
9. Maintain positive working relationships with all offices within Student Affairs & Academic Affairs
10. Perform other duties related to the Center for Leadership & Engagement

*\*\* Students seeking a graduate degree in Education, Business, College Student Affairs and/or Counseling Programs are strongly encouraged to apply.*

**To apply:**

**Please send a cover letter & resume to Mr. George Kinzel [gkinzel@bloomu.edu](mailto:gkinzel@bloomu.edu)**

*Applications will be accepted until position is filled.*

**Requirements:**

A Graduate Assistant in the Center for Leadership & Engagement must possess a Bachelor's degree and be enrolled in a graduate degree program at Bloomsburg University. The Graduate Assistant must maintain good academic standing (at least a 3.0 cumulative GPA on a 4.0 scale), good social standing (university code of conduct) and be a full-time graduate student. The Graduate Assistant must carry a minimum of 9 semester hours (maximum of 12) of graduate work. The university will cover 6 hours of coursework. The assistantship requires a 10 hour/week commitment in the mid/late afternoons.

**Qualifications:**

**The Graduate Assistant should:**

1. Communicate effectively orally, in writing, one on one, small groups and large groups
2. Maintain a positive working attitude and value for teamwork
3. Demonstration of effective leadership, time management, organizational, group facilitation and critical thinking skills
4. Serve as a role model who exhibits strong characteristics of the Good Work Model (Excellence, Ethics, Engagement)
5. Proficiency with Microsoft Word, Excel and Powerpoint
6. Possess a valid Driver's License and feel comfortable driving a 7-passenger CGA mini-van



**Remuneration**

The Graduate Assistant will receive a bi-weekly stipend and a 6 credit tuition waiver per semester. The position is for the Fall 2018 and Spring 2019 semesters. The graduate assistant is expected to work 10 hours per week.

*Bloomsburg University of Pennsylvania is committed to equal educational and employment opportunities for all persons without regard to race, religion, gender, age, national origin, sexual orientation, disability or veteran status.*