

**Graduate Assistant for Adult & Nontraditional Student Center
Student Life & Engagement
272 Hour Graduate Assistantship (GAA) Position**

General Description

The Graduate Assistant reports directly to the Coordinator of the Adult & Nontraditional Student Center (ANTSC), under the supervision of the Director of Student Life & Engagement. The primary responsibilities will be in the area of staff management, programming, and assessment. This graduate position will be required 272 hours a semester, not to exceed 20 hours in one week. Occasional night and weekend hours will be required.

Primary Functions

- Assisting with the overall operations of the ANTS Center.
- Expected to start one week prior to first week of classes in any semester.
- Expected to attend all ANTSC programs that do not conflict with classes.
- Expected to coordinate and facilitate ANTSC and SLE programs as assigned by the coordinator.
- Expected to use skills and tools to promote programs and all things related to the center, including monitoring and contributing to social networking for the center.
- Assist in supervision, scheduling and training of work study, scholarship, and general campus assignment student staff.
- Expected to complete event evaluations after each program, and end of semester reporting.
- Build rapport with the adult student population, especially those who frequent the ANTSC.
- Research and maintain information for adult students about Austin Peay and the greater Clarksville Area.
- Maintain a positive and nurturing environment in the ANTS Center by utilizing active listening and problem solving skills.
- Other duties as assigned for Student Life & Engagement units and staff.

Qualifications

Full-time graduate student accepted into an APSU graduate program. Ability to work collaboratively with other staff, faculty, administrators and students to plan and conduct programs. Possess strong interpersonal and communication skills, writing ability, and computer skills. Able to work as a team player, and independently as needed. **Preferred candidate** will have had a nontraditional undergraduate experience. Will meet University requirements to become an authorized driver for off-campus trips.

JOB DESCRIPTION COMPLETED BY:

Revised October 10, 2016

Signature

Print Name

Date