

WASHINGTON STATE UNIVERSITY
Academic Success and Career Center
POSITION DESCRIPTION

OFFICIAL TITLE	Graduate Assistant (GA)
WORKING TITLE	College Coach – College Success Foundation Achievers Scholars Program
APPOINTMENT STATUS	Nine-month appointment, August 15, 2019 - May 15, 2020
ORGANIZATION	Academic Success and Career Center (ASCC)
LOCATION	Lighty 180, WSU Pullman campus
BASIC FUNCTION	Assists in the implementation, administration and evaluation of programming for students attending WSU identified as alumni with the Washington Achievers Scholars, Leadership 1000 and WA State Opportunity Scholarship Program. Develops a mentoring, academic and personal coaching relationship with the scholars and creates a community of support. Assist students with their transition to the university and setting and meeting educational and life goals.
REPORTS TO	Maria de Jesus Dixon Director, College Success Programs Assistant Director, Academic Success and Career Center

MINIMUM QUALIFICATIONS

- Baccalaureate degree or equivalent
- Current WSU graduate student in Educational Leadership, Counseling Psychology, Higher Education, Cultural Studies and Social Thought, Human Development, Psychology or related field

ADDITIONAL QUALIFICATIONS - Applicants must meet the following criteria:

- Demonstrated a commitment to customer service
- Strong written and oral communication and organizational skills
- Must have submitted a completed FAFSA by the February 15, 2019 priority deadline
- Must have room in your financial aid package
- Approval from your home academic department
- As well as any other eligibility requirement as dictated by the State of Washington

APPOINTMENT CONTINGENCY

The Graduate Assistantship offer is contingent upon:

- That you remain enrolled full time during the period of your appointment.
- That you maintain a 3.0 cumulative GPA during the period of your appointment.
- That progress towards your degree remains satisfactory as determined by your academic home department.
- The availability of departmental funds.

COMPENSATION AND BENEFITS

- Salary Step 32 - \$15,030.00 (\$1,670/month)
- 2019-20 Health Insurance: Estimated at \$2,000.00 (available for .5FTE appointments only)
- 2019-20 Resident Tuition Waiver: Estimated at \$10,890.00 (full waiver, \$5,445/semester)
- 2019-20 Non-Resident Tuition Waiver: Estimated at \$13,432.00 (full waiver, \$6,716/semester)

APPLICATION PROCESS

Apply for financial aid and request work-study funding on the FAFSA (Federal Application for Student Financial Aid) before the deadline. You must indicate your interest in a work-study award by checking the appropriate box on the FAFSA.

Submit the following to Maria de Jesus Dixon at the Academic Success and Career Center, Lighty 180, or email as Word attachments to mdj.dixon@wsu.edu by **May 10, 2019**:

- Cover letter detailing your interest in this position and highlighting any relevant experience
- Resume that includes your WSU student ID number
- Names and contact information of three references

Application review begins Monday, May 13, 2019 and will continue until the position is filled. Contact Maria de Jesus Dixon via email (mdj.dixon@wsu.edu) or phone (509-335-8065) if you have any questions.

DUTIES AND RESPONSIBILITIES

College Coaching - 12 hrs/week

- Meet consistently with College Success Foundation Achiever Scholars to identify needs and individual development plans and provide coaching for goal attainment and academic and personal success.
- Provide assistance with transition to the college environment.
- Outreach to students who are not participating in the program.
- Provide peer counseling for academic success.
- Appropriately refer students to resources on campus and in the community.

Academic Success & Career Center
GA/College Coach Position Description
College Success Foundation Achievers Scholars Program

- Track goals and weekly progress in electronic files.
- Assist with reviewing, planning and developing materials for class, meetings, and peer mentor program. Assist in evaluating and enhancing the delivery of service.
- Monitor and track student progress in the Critical Literacies Academic Success Program (CLASP).

Instruction – 5.5 hrs/week assist with facilitation of the UNIV 497 class

- Co-facilitate training workshops, small group exercises, and evaluation of class work
- Attend instructor meetings on course design, learning goals, and instructional techniques
- Maintain and update gradebook
- Provide timely feedback on coursework to enrolled students

Event coordination- 1.5 hrs/week

- Assist in planning and executing educational and community building events

Other Responsibilities - 1 hr/week

- Participate in ASCC office wide events such as Career Expo, Etiquette Dinner and Reinstatement.
- Other duties as assigned.

ESSENTIAL WORK COMPETENCIES

- Knowledge of basic duties and responsibilities of the position.
- Advanced oral and written communication skills.
- Well-developed interpersonal skills with a demonstrated ability to work collaboratively with a wide variety of students.
- Ability to exercise professional judgment and leadership, including the ability to work independently but with consultation with the supervisor in multiple roles.
- Ability to work harmoniously and professionally with a diverse population and staff.
- Ability to prioritize and complete job assignments in a timely manner.
- Ability to perform multiple functions simultaneously.
- Skill in carrying out clearly defined procedures.
- Basic computer skills, proficiency using Microsoft Word, database spreadsheet programs, and Power Point.
- Demonstrated ability to perform the essential functions of the job, with or without accommodation.

MENTAL REQUIREMENTS

- Ability to reason logically.
- Ability to communicate effectively both orally and in writing.
- Ability to effectively interact with people in a positive manner.
- Ability to apply technical knowledge.
- Ability to apply information in stressful situations.

- Ability to comprehend complex problems and reach reasonable conclusions.
- Ability to use mental skills to recall, analyze, and organize information and make complex decisions.

WORK CONDITIONS

- Work is performed primarily in an office setting.
- Occasional evening and weekend work may be required.

PHYSICAL REQUIREMENTS

- Must be able to operate desktop computer equipment and other office technology.
- Ability to travel across campus and access various types of buildings.
- Speech, visual, and hearing abilities that are sufficient to read and view written materials and effectively communicate and interact with WSU students and staff; in person, via email, and over the telephone
- Requires ability to carry workshop materials and supplies, assist in transporting materials for events and activities

The position description reflects Washington State University's best effort to describe the essential functions and qualifications of the position. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract but rather to lay out the essential functions and qualifications of the position.