WASHINGTON STATE UNIVERSITY
Office of Academic Engagement
POSITION DESCRIPTION

OFFICIAL TITLE  Graduate Assistant (GA)

WORKING TITLE  Project Advisor - Passport Project

APPOINTMENT STATUS  Nine-month appointment, August 16, 2020 - May 15, 2021

ORGANIZATION  Office of Academic Engagement

LOCATION  Commons 209, WSU Pullman campus

BASIC FUNCTION  WSU’s Passport project is an initiative of the Office of Academic Engagement, WSU’s home for initiatives dedicated to student success and engagement in our academic community. Passport supports the persistence and graduation of eligible students and builds an institutional climate supportive of the success of students from foster care and homeless backgrounds. The project provides individualized services, financial aid, and supportive resources for participants as well as advocacy for historically underrepresented populations.

The Program Advisor will assist in the implementation, administration and evaluation of programming for alumni of state, tribal or federal foster care and unaccompanied homeless students attending WSU with the Governor’s and Passport to College Scholarship Program. They will develop a mentoring, academic and personal coaching relationship with the scholars to create a community of support and assist students with transitioning to the university setting and meeting educational and life goals.

Individuals from backgrounds similar to the participant population are encouraged to apply.

REPORTS TO  Maria de Jesus Dixon
Project Director, Passport Project

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.

- Excellent communication skills and interpersonal skills (particularly in working with a diverse student population).
- Occasional evening and weekend work may be required

ADDITIONAL QUALIFICATIONS - Applicants must meet the following criteria:

- Must have submitted a completed FAFSA by the priority deadline of February 15, 2020, for current WSU students and March 15th for new incoming WSU students.
- Approval from your home academic department
- As well as any other eligibility requirement as dictated by the State of WA

Preferred Qualifications:

- Knowledge of university academic regulations, policies, procedures, and systems
- Knowledge of educational theory relevant to the target populations
- Knowledge of learning strategies and accommodations for diverse populations, including academically underprepared and underrepresented students
- Experience in working with the target population and/or overcoming educational barriers
- Experience supporting student success and academic retention initiatives, including assessment of student academic and transferrable skills, and providing academic motivation and support resources.
- Experience developing and providing student programming (academic skills, career development, cultural events, financial literacy, leadership, mentoring, etc.)
- Experience in utilizing student database systems and Microsoft Office suite.

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 - $15,561.00 ($1,729/month)
- 2020-21 Health Insurance: Estimated at $2,000.00 (available for .5FTE appointments only)
2020-21 Resident Tuition Waiver: Estimated at $11,151.00 (full waiver, $5,575.50/semester)

2020-21 Non-Resident Tuition Waiver: Estimated at $13,755.00 (full waiver, $6,877.50/semester)

APPLICATION PROCESS
Submit the following to mdj.dixon@wsu.edu by March 27, 2020:

- 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, March 30, 2020, 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

Advising - 13 hrs/week
- Meet consistently with Passport, Governor’s and WISH Scholars to identify needs, develop plans, and provide advising for academic and personal success, as well as transition services, outreach, peer mentoring, and direct aid.
- Support individual students in resolving concerns and challenges related to engagement and success, referring to the appropriate campus resource as necessary.
- Support maintenance of participant records and files in accordance with institutional requirements.
- Assist in evaluating and enhancing the delivery of service.

Instruction - 5 hrs/week
- Co-facilitate instruction in UNIV 497
- Attend regular instructor meetings on course design, learning goals, potential modification, and instruction techniques
- Maintain and update gradebook and procedure manual
- 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 - .5 hrs/week
- Participate in OAE events.
- Present academic success workshops
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 also in consultation with the supervisor.
- 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.
- Ability to navigate university procedures and policies, such as mandatory reporting.

**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.