



# Graduate Assistantship OPPORTUNITIES

## ABOUT ARKANSAS TECH UNIVERSITY:

One of America's 10 fastest-growing universities in our category in 2013, 2014 and 2015, Arkansas Tech has seen its enrollment increase by 184 percent since 1997. We are the fastest-growing university in our state and one of the 3 largest institutions of higher learning in Arkansas. With more than 12,000 students, Arkansas Tech is large enough to serve a diverse community of learners and passionate about maintaining its institutional heritage of providing for the individual needs of each student. We are the Tech Family.

## ABOUT THE DEPARTMENT OF CAMPUS LIFE:

### Vision

Campus Life is dedicated to providing exceptional services and enriching the college student experience by implementing transformative opportunities to maximize the personal and professional potential of our students.

### Mission Statement

The mission of Department of Campus Life is to enhance student persistence by connecting students to Arkansas Tech and the surrounding community, engaging students in the academic and co-curricular experience, and developing leaders for communities around the world.

### Learning Objectives

1. Students will engage in the culture and community of Arkansas Tech University.
2. Students will develop their leadership identity.
3. Students will connect with experiential learning opportunities relating to their interests.

## OUR COMMITMENT TO GRADUATE ASSISTANTS WORKING IN STUDENT AFFAIRS:

- ◆ An individual focus on your personal and professional development.
- ◆ A challenge to know and identify current trends while understanding how they impact our work.
- ◆ An environment that challenges you for your best work, while holding you accountable.
- ◆ A connection to professional associations through conference affiliation, attendance, and related research.
- ◆ An opportunity to gain experiences similar to that of a full time staff member.
- ◆ A daily work environment that fosters individual project management.
- ◆ Achieve transferrable skills in a fun and exciting work environment.

## COMMON AREAS OF GRADUATE STUDY:

College Student Personnel

Liberal Arts

Strength & Conditioning

Psychology

Multi-Media Journalism

Emergency Management & Homeland Security

For a complete list of graduate areas of study, visit [www.atu.edu/gradcollege](http://www.atu.edu/gradcollege)

# GRADUATE ASSISTANTSHIP FOR STUDENT LEADERSHIP



## RESPONSIBILITIES:

---

- Assist in coordination of the Mary B. Gunter Emerging Leaders Living Learning Community.
- Assist in facilitation of leadership programs and conferences.
- Assist in planning and implementation of extended orientation program, Freshmen Leadership Experience.
- Assist in implementation of annual Women's Week activities.
- Assist in coordination of monthly and annual student leader recognition initiatives (Leader of the Month, Evening of Excellence).
- Serve as secondary advisor for GOLD Cabinet, a student organization.
- Assist in the administration of funding allocation for student development travel and student organization aid.
- Assist in coordination of Registered Student Organizations and fulfilling registration requirements.

## RENUMERATION & QUALIFICATIONS:

---

The minimal requirements for a candidate seeking this assistantship opportunity is a bachelor's degree from an accredited college or university, admittance to the Arkansas Tech University graduate school as a master's degree seeking graduate student, a completed background check, and availability to begin working July 8, 2019.

This position pays a stipend of \$1,060 monthly. In addition, 18 hours of graduate credit tuition is covered per year.

## HOW TO APPLY:

---

Please submit a cover letter, resume, and three professional references to **Aubrey Holt, Assistant Dean for Campus Life**, [aholt7@atu.edu](mailto:aholt7@atu.edu).

# GRADUATE ASSISTANTSHIP FOR

# STUDENT TRANSITION



## RESPONSIBILITIES:

---

- Assist with the planning, implementation and coordination of Orientation (incoming freshmen, transfer, online, international, and graduate)
- Assist with the planning, implementation and coordination of annual fall Welcome Week
- Assist with the recruitment, selection, and training of student Orientation staff
- Assist with the development and coordination of programming for first generation students
- Assist with the development and coordination of programming for adult and commuter students
- Aid in developing collaborative relationships across campus to engage various stakeholders in office initiatives
- Assist in overall program assessment
- Work on special projects, such as publications, outreach, and marketing
- Serve as an educational resource to students and parents

## REMUNERATION & QUALIFICATIONS:

---

The minimal requirements for a candidate seeking this assistantship opportunity are a bachelor's degree from an accredited college or university, admittance to the Arkansas Tech University graduate school as a master's degree seeking graduate student, a completed background check, eligibility to drive on behalf of the State of Arkansas for professional meetings and occasional student travel, and availability to begin working July 8, 2019.

This position pays a stipend of \$1,060 monthly. In addition, 18 hours of graduate credit tuition is covered per year.

## HOW TO APPLY:

---

Please submit a cover letter, resume, and three professional references to Meighan Burke, Director of Student Transition, [mburke1@atu.edu](mailto:mburke1@atu.edu).

ENGAGE.  
**LEAD.**  
Connect.  
DEPARTMENT OF CAMPUS LIFE

# GRADUATE ASSISTANTSHIP FOR CAMPUS LIFE



## RESPONSIBILITIES:

- Assist in the coordination of the co-curricular experience program, On Track, including:
  - Assist in building collaborative relationships across campus by working with other campus departments and faculty.
  - Conceptualizing and facilitating programs to fulfill various learning outcomes.
  - Provide support to participants (troubleshooting issues, answering questions).
  - Assist with assessment of overall program.
  - Manage the budget of the program as well as the incentive excursion, including travel, lodging, activities, and selection of students.
  - Recruit, hire, train, and supervise a team of student workers to track participation.
- ◆ Serve as the primary advisor to the Student Activities Board (SAB).
  - Assist in selection and training of SAB Executive Board.
  - Establish and facilitate year-long training and development of SAB leaders through retreats and conferences.
  - Assist with the coordination of programming for weekly, monthly, and major university events such as: Welcome Week, Family Day, Homecoming, and Wonder Week.
  - Manage the budget of the organization.
  - Assist with the negotiation and processing of contracts for performances, within the regulations provided by the department, the University, and the State.
  - Serve as an onsite liaison during the production of events.
- ◆ Manage social media of Campus Life.

## RENUMERATION & QUALIFICATIONS:

The minimal requirements for a candidate seeking this assistantship opportunity is a bachelor's degree from an accredited college or university, admittance to the Arkansas Tech University graduate school as a master's degree seeking graduate student, a completed background check, and availability to begin working July 8, 2019.

This position pays a stipend of \$1,060 monthly. In addition, 18 hours of graduate credit tuition is covered per year.

## HOW TO APPLY:

Please submit a cover letter, resume, and three professional references to **Aubrey Holt**, Assistant Dean for Campus Life, [aholt7@atu.edu](mailto:aholt7@atu.edu).

ENGAGE.  
**LEAD.**  
Connect.  
DEPARTMENT OF CAMPUS LIFE

# GRADUATE ASSISTANTSHIP FOR FRATERNITY AND SORORITY LIFE



## RESPONSIBILITIES:

---

- Serve as the advisor for the Interfraternity Council.
- Serve as an advisor for Greek Programming Board.
- Serve as an advisor for Order of Omega.
- Assist in advising the National Pan-Hellenic Council.
- Responsible for community wide trainings encompassing risk management, social event policy, anti-hazing, & alcohol awareness.
- Co-coordinate fall and spring semester programming efforts, such as Greek Week and Greek 101.
- Coordinate council officer transition and chapter officer training.
- Coordinate the registered student organization process for all councils.
- Oversee chapter participation in the On Track (co-curricular experience) program.
- Work on special projects, such as recognition, scholarship promotion, publications, outreach, and marketing.
- Assist with the planning and implementation of IFC and CPC recruitments.
- Serve as an educational resources to students and parents interested in Greek Life.

## RENUMERATION & QUALIFICATIONS:

---

The minimal requirements for a candidate seeking this assistantship opportunity is a bachelor's degree from an accredited college or university, admittance to the Arkansas Tech University graduate school as a master's degree seeking graduate student, a completed background check, and availability to begin working July 8, 2019.

This position pays a stipend of \$1,060 monthly. In addition, 18 hours of graduate credit tuition is covered per year.

## HOW TO APPLY:

---

Please submit a cover letter, resume, and three professional references to Thomas Strahan at [gstrahan@atu.edu](mailto:gstrahan@atu.edu)