Center for Student Engagement

Graduate Fellow: Assistant Program Coordinator

BASIC FUNCTION AND RESPONSIBILITY:
Provides administrative support and assist in programmatic planning and execution that enhances the George Washington (GW) undergraduate and graduate student experience; fosters collaborative partnerships that advance student and academic support programs; and creates, develops, and sustains innovative programs that produce positive student outcomes inside and outside of the classroom.

DEPARTMENT FUNCTION AND RESPONSIBILITY:
The Assistant Program Coordinator (APC) serves with the Center for Student Engagement’s (CSE) professional staff. Specifically, the APC serves as a student organization advisor advisor. The relationships between an APC and supervisors and more experienced staff contain a mentorship component so that when the APC leaves the position, a sense of investment as a professional has been nurtured. As a result, those developed skills are carried by them into future professional roles.

DUTIES AND RESPONSIBILITIES:
• Supports the mission of GW, the Division of Student Affairs, and the Center for Student Engagement.
• Supports CSE team initiatives.
• Creates and follows a schedule, including office hours when you will be accessible to students and staff.
• Participates as a member of the Administrator on Call rotation serving as a first-responder for the Division of Student Affairs.
• Maintains a relationship with his or her supervisor through regular one-on-ones, at least once every two weeks.
• Works with other University departments in the implementation and planning of programmatic efforts.
• Participates in and support division-wide events as designated by supervisor
• Participates in staff training and development including, but not limited to: August student staff training, in-services throughout the academic-year, and January student staff training.
• Participates in department meetings and functions including, but not limited to, CSE professional staff meetings, cross-functional meetings, team meetings, and search processes.
• Advises approximately 15 student organizations.
• Responsible for the specific projects and initiatives associated with the team to which the Graduate Fellow is assigned, i.e. SUMMIT, Mount Vernon Campus/First Year.

RELATED DUTIES:
• Participates on internal and external committees to provide input and receive feedback on issues.
• Performs special projects assignments.
• Enhances professional knowledge and skills by attending training sessions, workshops and seminars and reviewing published literature.
• Performs other work-related duties as assigned.
• Maintains availability on nights, weekend, and semester breaks.
SUPERVISION RECEIVED:
• Administrative and functional supervision provided by a full-time professional CS E staff member.

QUALIFICATIONS:
• Must live on-campus.
• Highly motivated, self-directed, mature, and flexible; with a desire and ability to work with a diverse population.
• Highly developed organizational skills, proven ability to stay on task, meet deadlines, and follow through on assignments.
• Must be registered as a graduate student in good standing in a GW degree-granting graduate program.
• The judicial record of candidates will be considered during the application process, and when necessary will be discussed with candidates. Generally, students scheduled to be on probation during the term of employment will not be selected for employment.
• Represents GW in a professional manner, i.e. behavior, language, attire.

TERM OF EMPLOYMENT:
• Required to return to GW on designated dates prior to the beginning of fall and spring semesters to participate in staff development training and to prepare residence halls for opening.
  o August 6, 2016 at 12pm – Graduate Staff may move in to residence halls
  o August 8, 2016 – Graduate Staff Training begins
  o August 27, 2016 – University Residence Halls Open
  o August 29, 2016 – First Day of Fall Semester Classes
  o December 22, 2016 at 5pm – Graduate Staff depart for winter break
  o January 9, 2017 – Graduate Staff Winter Training begins
  o January 17, 2017 – First Day of Spring Semester Classes
  o May 26, 2017 – Graduate Staff depart for summer break
• Required to remain on-campus through designated dates following both the fall and spring semesters to assist with hall closing.
• May be asked to remain on campus as necessary for holiday break coverage, such as Thanksgiving and Spring breaks.
• Work an average of 25 hours per week, 40 weeks per year.
• The position is a part-time, live-in position. Thus, the Assistant Program Coordinator is required to sleep in their campus room nightly, understanding that they are allowed one weekend (or three consecutive days) away per month.

REMUNERATION:
• $7,500 stipend that will be paid in equal amounts every two weeks within the established work period
• On campus apartment including a furnished room, voice-mail and call-waiting services.
• Training and professional development opportunities.
• Invitation to special events.
• Hands-on professional experience.

APPLICATIONS:
• Applications may be submitted at http://go.gwu.edu/graduatepositions.
• Further questions about positions and application should be sent to csejobs@gwu.edu.

This position is subject to a background check which includes Credit, Criminal History Screening, Education/Degree/Certifications Verification, Social Security Number Trace, Sex Offender Registry Search, and Prior Employment Verification.

GW IS AN AA/EEO EMPLOYER