POSITION: Graduate Assistant, Residential College Advising
REPORTING TO: Sr. Advisor, Residential Colleges

POSITION SUMMARY:
The mission of the Office of Academic Enhancement is to foster a community of support for students which emphasizes academic excellence, campus engagement, and professional development with a core focus on serving underrepresented and first-generation populations. Through mentoring, the OAE connects students to opportunities and resources that maximize their experience at the University of Miami and beyond. The OAE is also guided by our purpose: expose, encourage, engage, and empower. To learn more about our purpose, visit miami.edu/oae.

Residential College Advising is a unit within the OAE, which provides supplemental academic advising and support through and advisor in the residential colleges and in the first-year areas, academic peer mentors known as First Year Fellows. There are 30 First Year Fellows in three residential colleges.

This is a live-off, part-time (20 hours/week) position for full-time graduate students at the University of Miami. The contracted dates are July 22, 2019 through May 22, 2020.

POSITION RESPONSIBILITIES:
The Graduate Assistant for Residential College Advising (RCA) will assist the Sr. Advisor for Residential Colleges in Eaton, Hecht, and Stanford with supervising First Year Fellows, including one-on-one meetings, training, evaluating, and tracking FYF responsibilities, planning and implementing academic initiatives, and supporting the Sr. Advisor by representing the Sr. Advisor in various meetings and assisting with administrative responsibilities.

Collaboration
• Work collaboratively with the Residential Faculty, Area Directors and other Housing and Residential Life staff to enhance the residential experience
• Serve as part of the residential college senior staff
• Implement innovative academically oriented programs or workshops within the residential colleges
• Other duties as assigned

Student, Staff, and Community Development
• Provide basic, triage level academic support and guidance to residential student population
• Develop student staff development activities
• Lead student staff training activities and presentations
• Track bulletin board and other administrative submissions by first year fellows
• Track first year fellows’ progress in program development
• Collaborate with Senior Advisor on first year fellow recruitment and selection, including conducting interviews, reviewing applications, creating marketing strategies, etc.
• Supervise committees that FYFs serve on as a collateral assignment including but not limited to: social media and marketing, #AskFYF, campus partner liaisons, FYF council, staff development and recognition, training, and selection.
• Track FYF programming efforts and update programming calendars
Marketing & Outreach

- Create and implement social media campaigns targeting academic skill development and marketing services provided by Residential College Advising
- Assist with improvement of Residential College Advising marketing strategies, including but not limited to creating brochures, website content, and crafting targeted messages to first year residential students
- Update Residential College Advising materials and resources from campus partners including but not limited to the Toppel Career Center, Camner Center for Academic Resources, Writing Center, University of Miami Libraries, various schools/colleges advising units, etc.
- Represent and support Residential College Advising and the Office of Academic Enhancement at various meetings and events throughout the year

Research & Assessment

- Benchmark peer institutions on residential academic initiatives, peer educator/mentor/advisor programs, advising in residence programs
- Identify needs of residential communities through first year fellow interactions, surveys, and other methods to inform program development
- Assist with conducting and analysis of Residential College Advising assessment tools, including but not limited to creating surveys, leading focus groups, and reviewing existing Residential College Advising data

TERMS OF EMPLOYMENT:

- Dates of employment are July 22, 2019 through May 22, 2020 with the opportunity for 1 year renewal based on performance
- Maintain a graduate GPA of 3.0 based on requirements set forth by the Graduate School
- Maintain full-time graduate student status
- Abide by University of Miami Student Rights and Responsibilities and Graduate School policies.
- Must be available Tuesday evenings between 6:30 PM and 10:00 PM for weekly staff meetings
- Must be available for First Year Fellow Training, Residential College Opening, and New Student Orientation, Saturday, August 3, 2019 through August 19, 2019, which will likely include weekends and evenings.
- Must be available for First Year Fellow training starting January 6, 2020 for spring semester.
- Position may require evenings and weekends, periodically.

Qualifications:

- Excellent verbal skills, ability to present to individuals, and small and large groups.
- Excellent written skills
- Ability to multitask on several projects simultaneously.
- Computer literacy, including word processing, Microsoft Excel, Microsoft Outlook, Microsoft Teams, Microsoft Planner, and Trello.
- Previous programming experience specifically working with college student population.
- Desire to work with students.
- Able to work evenings and/or weekends for workshops and other events.

Preferred: Enrolled in Higher Education/Student Affairs Master’s program, graphic design skills, previous housing/residential life experience

RENUMERATION

- $18,000 stipend over 10 months (July-May)
  - July and May stipends are pro-rated