

**Leadership in Student Affairs M.A. Program  
Graduate Assistantship or Internship Position 2022-23**



<b>Position Title:</b>	Graduate Assistant - First-Year Experience
<b>Type Of Position:</b>	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
<b>Institution Name:</b>	University of St. Thomas
<b>Institution Description:</b>	<p>(Type of institution, mission, other important descriptors)</p> <p>Established in 1885, the University of St. Thomas is Minnesota’s largest private university with an enrollment of 11,000 student studying a wide range of liberal arts, professional and graduate programs.</p> <p>Mission: Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely and work skillfully to advance the common good.</p>
<b>Supervisors:</b>	<p>Vern Klobassa, Ed.D.; Director of Student Development &amp; Co-Director, First-Year Experience</p> <p>Faculty Co-Director - TBD</p>
<b>Department Description:</b>	<p>(Department mission, colleagues working with, other helpful information):</p> <p>The First-Year Experience (FYE) at the University of St. Thomas provides every first-year student an early experience with high-impact practices that introduce essential tools that contribute to college retention and success.</p>

<b>Appointment:</b>	<b>Compensation:</b>	<b>Remuneration:</b>
<input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months  <b>Start Date:</b> (negotiable; June 1)	<input checked="" type="checkbox"/> Stipend <input type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input type="checkbox"/> Professional Development Funds	Week Hours: Approx. 20 hours per week Payment Frequency: Biweekly Additional Notes: Partial Tuition Assistance Provided

**Position Description & Responsibilities**

The First-Year Experience is designed to give students a foundational experience to help them succeed at St. Thomas and promote their sense of belonging during their first year.

Responsibilities:

- Hire, train, and supervise team of approximately 10 undergraduate students who work as FYE Peer Mentors.
- Implement co-curricular education plan for Peer Mentor program.
- Collaborate with faculty and campus partners to organize programs/events/ activities for the First-Year Experience Learning Community Requirement and track students’ participation.
- Conduct communication and outreach to students and instructors related to First-Year Experience requirements as well as opportunities and resources on campus.
- Analyze data to help inform student outreach and retention initiatives and First-Year Experience program improvements.

### Position Description & Responsibilities (continued)

- Make update and revisions to First-Year Experience curriculum (including out-of-class assignments and activities for students and lesson plans used by instructors in the classroom).
- Work with and provide student and instructor support for campus systems used in the First-Year Experience including Canvas (learning management software) and TommieLink (co-curricular management software).
- Support overall First-Year Experience and other retention-based activities throughout the year, including activities during leading up to and during Welcome Days (first-year student experience that runs September 1-6).
- Other duties as assigned.

### Qualifications

- Preference for students enrolled in the Master of Arts, Leadership in Student Affairs program at the University of St. Thomas.
- Must maintain a full academic load and remain in good academic and conduct standing throughout the entirety of the graduate student employment.
- Successful candidates will demonstrate exceptional organizational and administrative skills; experience working with diverse populations; attention to detail; ability to adapt to challenging situations; team-centered approach to work; understanding of student development; cultural sensitivity; and passion for learning about and supporting first-year students.
- Preferred qualifications include: Past experience in a student leadership position, past experience with either First-Year Experience or Orientation & Registration Programs; past experience with event planning, management, and tracking

### Start Date and Length of Appointment:

Responsibilities of the position are through the academic year of Fall and Spring Semester. Start date is negotiable  
Preferred start date would be late May or early June

### Compensation / remuneration:

Fall and Spring Semesters: \$4,000 stipend and \$3,500 tuition assistance each term.

All work outside of the Fall and Spring academic terms shall be paid an hourly rate of \$15.00.

Summer employment prior to starting the program in the fall is also available.

Given the nature of this position as graduate student employment, the first relationship of the individual in this position with the university is that of student. Therefore, hours worked in this position shall not exceed 20 hours per week while the student is in academic session.

### Application process & requirements

- **Contact Name:** Vern Klobassa
- **Email:** [fye@stthomas.edu](mailto:fye@stthomas.edu)
- **Materials Needed:** Please submit a cover letter and resume to the email address above

**Participating At Visit Day:**  yes  no

**Will Schedule Interviews on Campus for another date:**  yes  no

**Will Schedule Interviews via video conference as needed:**  yes  no