Position: Graduate Assistant (R.I.S.E. Network)
Department of Student Development, Division of Student Affairs

As a graduate assistant in the Division of Student Affairs, this job description denotes your primary responsibilities; however, the Division operates as a cohesive unit, and you may be asked to assist in other areas throughout the Division as necessary.

Description:
Under the direction of the Director of Student Development & R.I.S.E. Mentoring, he/she will be responsible for assisting with the planning and coordinating of the R.I.S.E. Network mentoring program and events.

R.I.S.E. Network
The R.I.S.E. Network provides Black and Hispanic/Latino underclassmen with support by creating connections and developing opportunities to enhance their overall academic career at St. John’s University. The intent is to create an environment where successful, high-potential, under-represented minority students can achieve success during their first year in college and progress toward graduation.

KEY ROLES (Essential Job Responsibilities): Student Retention

Primary Job Responsibilities include (but are not limited to):

- Assist with the development and implementation of R.I.S.E. mentoring program
- Conduct recruitment events for mentors/mentees (i.e. tabling, campus outreach events, information sessions). Assist with renewing candidate applications & conducting interviews.
- Attend/conduct Orientation sessions, trainings and events for mentors and mentees
- Support matching of mentors and mentees, check-in, and intervention weeks
- Assist with updating email list-serves and databases and departmental manual
- Create monthly mentor e-Newsletter
- Assist with event planning for departmental programs, events, and social gatherings
- Help coordinate monthly professional development seminars for mentors
- Coordinate application process for mentor/mentee awards
- Assist with social media – Facebook, Twitter, & Instagram and manage R.I.S.E. Network Email
- Perform all other duties as requested
Qualifications

- Bachelor’s degree
- Must have applied and been accepted into a Graduate Program at St. John’s University
- Prefer availability to work four days a week (available on Tuesday’s for trainings, some evening/weekend events)
- Experience working with diverse students preferred
- Ability to work well independently and as part of a team
- Proficient in the use of Microsoft Office programs (Excel preferred)
- Ability to maintain confidentiality in all duties assigned

Length of Assistantship: This position requires a commitment of 20 hours per week. The Graduate Assistant contract year runs from late-August through May and is eligible for renewal on a yearly basis. A separate contract or working arrangement may be available for May through August and is subject to supervisor approval and budget allowance.