Graduate Assistant Position 2015-2016

The Hamilton Holt School and Office of Disability Services
***This position has been filled for the 2015-16 academic year.***

Eligibility: Second-year or part-time third-year student in the Graduate Studies in Counseling program.

The GA in this position will be sharing their hours between the Holt School and the Disability Services Office.

DUTIES:
The GA will promote the Student Assist Program at the Hamilton Holt School by working with Holt students who are on academic probation, are identified to be academically at risk, or are in need of support and/or resources. This GA will also work with the Office of Disability Services.

Student Assist Program
The incentive for probationary Holt School students to take advantage of the Student Assist Program is that, provided the terms and conditions of the contract are met at the conclusion of the semester, the student is permitted to continue on academic probation. If a probationary student is subsequently successful in being released from academic probation, all probationary notes are removed from his/her permanent record. The needs of the students will be identified through personal meetings. An intervention strategy for probationary students may include some or all of the following: constructing effective time management skills, study skills, course progress reports, individualized study contract, student meetings with professors, referrals to personal counseling, etc.

Office of Disability Services
The GA will also assist in providing quality equal access and inclusion to all students and patrons who disclose disability needs on the campus, including academic support services such as extended time-distraction free test proctoring, test scribing, and the training of note-takers. The GA will also conduct workshops on organizational, test-taking, and study strategies.

REQUIREMENTS:
The position requires good interpersonal and counseling skills, an understanding of the unique challenges faced by adult learners, and an ability to work independently once instructed. Successful
candidates should have knowledge of time management skills, effective study skills, a working knowledge of campus resources, and a willingness to learn new skills throughout the year. This position requires a flexible time schedule, as many Holt students can only meet in the evenings. It also requires enthusiasm and creativity in devising new ways to promote the program, receive student referrals, and work with each student’s individual needs.

All departmentally funded GAs are expected to attend and assist with the following events during the year unless there is a courses conflict: “New Student Orientation” on August 31 and the two “Information Sessions” for prospective students on October 15 and February 11.

HOURS:
The GA is responsible for dedicating 15 hours per week for the 14 weeks during the fall semester and spring semester. The scheduled work hours will be arranged each semester in agreement with the supervisor(s) of this position. The GA may be asked to attend monthly staff meetings in addition to regular responsibilities. The GA should be able to work an occasional late afternoon/evening slot to accommodate working Hamilton Holt School students.

SUPERVISORS:
David Telleria, Director of Student Services (Hamilton Holt School)
Gail Ridgeway, Director of Disability Services

COMPENSATION:
Graduate Assistant Positions will be compensated by a tuition stipend equivalent to the cost of two courses ($3,546) for both the Fall 2015 and Spring 2016 semesters. The compensation will be treated as taxable income and taxes will be due. The stipend will be delivered to the Bursar’s Office during the first month of the semester so that you may sign it over to satisfy your student account. If your account is paid in full, the Bursar’s Office will release your check to you.