



## Greenville University | Student Success

<b>Title of Position:</b>	Diversity & Inclusion Graduate Assistant
<b>Contact:</b>	Dr. Terrell Carter Vice President of Community Life terrell.carter@greenville.edu,
<b>Number of Positions available:</b>	1
<b>Contract Length:</b>	9 Months (August 2020-May 2021)
<b>Average Number of Hours per Week:</b>	20
<b>Position Requirements:</b>	May require work on weekends and evenings
<b>Salary:</b>	Minimum \$600/month
<b>Additional Benefits:</b>	On-Campus Housing

### Position Description:

#### Duties:

- Assist in administering the Early Alert System in responding to students who are struggling.
- Serve as a Student Success coach for 25 students
- Serve as an assistant for a foundational writing course in August.
- Help facilitate the first-year experience through working with New Student Orientation and the First Year Experience course
- Manage the academic coaching program
- Communicate with athletes and connect them to support services such as tutoring, academic coaching and career services.
- Serve as a liaison between Student Success and Athletics
- Assist in supervising and coordinating the tutoring program
- Other duties as assigned by the Dean of Student Success and First Year Experience
- Create and facilitate events to promote Student Success

### Required Qualifications:

1. Two academic years commitment (Renewal for each semester is based on satisfactory performance) (Some evening and weekend work required)
2. This is a 9-month contract (excluding winter break) over two academic semesters (Fall and Spring)
3. For year one, the expected start date is August 1<sup>st</sup> and expected end date is May 31, 2021, unless other dates are negotiated, with a winter break. Year two will have consistent dates.