GRADUATE ASSISTANT OF MENTORING AND SOCIAL EVENTS-2019-20

BACKGROUND

The Federal TRiO Programs (TRiO) are federal outreach and student services programs in the United States designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO programs around the country offer low-income and first-generation college students the personal attention, planning and information to manage their financial constraints, strengthen their academic skills, adjust to the campus environment and set goals that lead to graduation and responsible participation in society.

The TRiO Opportunity Scholars Program (OSP) provides academic support and services for first- generation, low-income students to succeed at the University of South Carolina. The OSP program provides tutoring assistance, academic advising, guidance on undergraduate research and study abroad opportunities, mentoring by upper-class students, a series of workshops, and cultural enrichment activities.

BRIEF DESCRIPTION

The Graduate Assistant experience will include direct responsibilities and active involvement in the development, delivery, and support of programs and services within the OSP program. This assistantship opportunity will offer graduate students outstanding, hands-on experience in staff supervision and advisement, program planning and training implementation, student development, as well as administrative skills.

RESPONSIBILITIES

I. STAFF SUPERVISON AND ADVISEMENT:

- Manage all aspects of the mentoring program Including the recruitment, interviewing, hiring, assessment and supervision of mentors
- Co-advise LEAD Team; this includes attending meetings, working with student LEAD team officers, and assisting in program planning and development
- Provide feedback and performance assessment to OSP faculty and staff during staff meetings and 1:1's
- Log student contacts in google forms, Blumen database and Blackboard and report students of concern

II. PROGRAM PLANNING AND TRAINING IMPLEMENTATION:

- Plan, coordinate and advertise social events and mentor events for OSP scholars including mentor reveal
- Facilitate professional development mentor seminar workshops for mentors for the OSP BTCM initiative
- Coordinate the mentor-mentee pairing process
- Design and facilitate training sessions for mentor and mentees
- Attends event with OSP scholars; schedule permitting
- Create Advertisement for all events for OSP scholars via flyers through OSP media accounts

III. STUDENT DEVELOPMENT:

- Assess, report and advocate for OSP scholar needs
- Meet with mentors 1:1 and in group settings to help facilitate growing relationships with their assigned mentees

IV. ADMINISTRATIVE DUTIES:

- Input Scholarly Engagement Tracker (SET) point experiences of OSP scholars into Blackboard and google drive
- Create and maintain all OSP calendar events in Blackboard to include mentor/tutor events, trainings and workshops
- Create sign-in sheets to capture the attendance rate of OSP scholars and complete event summary forms for each OSP event
- Attend events with OSP scholars and document attendance via Blackboard, Blumen database and google drive
- Attend OSP Faculty and Staff meetings and record minutes; send out minutes to OSP team within 48 hours

IV. ADDITIONAL RESPONSIBILITIES:

- Manage social media for OSP including Facebook, Twitter, Instagram and Snapchat
- Recruit OSP scholars to assist/volunteer for OSP events
- Assist with the planning and implementation of OSP banquets, Admittance Students Day, Discover Carolina, OSP campus tours, pre-semester orientation…etc.
- **Other duties as assigned**

- **Time Commitment**
    o 20 hours a week (flexible office hours)
- **Pay Rate**
    o Providing a stipend of $10,200
- **Qualifications**
    o Must be in a graduate program
    o Position would ideally be held for two years
- **Applications Instructions**
    o Please fill out the application via Handshake (refer to ##2569722 2019)