

Graduate Assistant Job Description

Job Summary

Graduate assistants in the EAGLES program provide support to the EAGLES director, assistant director, instruction coordinators, administrative staff and students in a variety of ways and in various roles. The EAGLES program employs one Graduate WINGS Social Coordinator, one Graduate Independent Living Coordinator, one Graduate Social Media Coordinator, one Graduate Employment Coordinator, one Graduate Academic Support Coordinator and one Graduate Office Administrative Support.

Essential Functions

The roles and responsibilities of a graduate assistant will vary each semester and are dependent on the individual's skills or areas of interest and need for the EAGLES program. Graduate assistants provide additional support to the EAGLES team and students in many ways to help students and the program achieve the mission and vision, while providing practical experience and learning opportunities to graduate students at Auburn University. Graduate assistants provide support for instruction for select EAGLES courses, supplementary support to the instruction coordinators in other courses and practical application of skills taught in courses. Graduate assistants assist in the development of curricula, lessons, and assignments for select courses and data collection. Additionally, they provide academic support time to students as needed. Some responsibilities of graduate assistants may include assisting with the planning and implementation of EAGLES program events, for both current and prospective students, such as preview day, interview weekend, camp war eagle, welcome week, the summer challenge, and more. Graduate assistants develop programmatic paperwork, documents, and promotional or marketing materials with guidance from the program director. Graduate assistants may facilitate individual meeting with EAGLES students in practicum and internship to discuss work-based training and programmatic progress. Graduate assistants coordinate with WINGS peer mentors and assist with WINGS activities including the monthly WINGS meetings, data collection, documentation, and training for all WINGS candidates. Graduate assistants conduct assessments to collect data for employment, academics, and independent living skills to assess students' level of development and plan for supports needed. Graduate assistants may collaborate with other departments to conduct programmatic research to continue to grow and develop the EAGLES program. Graduate assistants provide additional help, support, and guidance for all aspects of the EAGLES program, oversee, and implement the social media platforms for the EAGLES students.

Minimum Qualifications

Graduate assistants, or GA's, are students at Auburn University pursuing a master's or doctoral degree that work for the EAGLES program while completing their degree. Applicants must be a current graduate student or a student who has already been accepted to attend a graduate program at Auburn University. Applicants must be able to commit to working a set schedule for 13- 20

hours per week with the EAGLES program and their program **must support and honor a set schedule**. Students must hold a bachelor's degree from an accredited institution and should have a GPA of 3.5 or higher. Experience working with people with intellectual disabilities is preferred. Applicants should have a working knowledge of Microsoft Office Suite, Canva, Google Drive, Social Media platforms, Canvas or equivalent platform, and email.