

First Year Seminars (FYS) and Learning Communities (LC) Graduate Assistant Duties and Salary Information

Appointment: 12 months continuous – 20 hours/week for fall, spring, and summer semesters (.500 FTE). Strong preference for GA to begin work in the summer semester and complete 18 graduate hours by the end of fall semester (to qualify to teach an FYS course as instructor of record in the spring semester). Preferred degree programs include Higher Education, Adult Education, and Educational Psychology.

Responsibilities:

- Summer
 - Camp War Eagle (CWE)/Learning Community (LC) assistance (with recruitment/registration sessions)
 - CWE observation w/ potential for doing presentations toward the end of summer
 - Assist with planning for FYS summer training (logistics and scheduling)
 - Facilitating sessions
 - Delivery of training once experienced as instructor
 - Assist with development/refinement of training and support materials
 - Provide assistance to FYS instructors with event planning and coordination
- Fall/Spring
 - Serve on FYS/LC Review Panel
 - Assist with the marketing and recruitment for FYSs/LCs including website updates, new student orientation, print and electronic recruiting, social media posts, and prospective student presentations
 - Assist with new instructor interviews and paperwork preparation
 - Lead/supervise Peer Instructor program and staff development sessions
 - Teach two credit hours/semester once 18 graduate hours completed
 - Observe minimum of one class/week until then

Additional Responsibilities:

- Learn Microsoft Teams, SharePoint, Canvas, Banner, Qualtrics, Baseline (Campus Labs)
- Scheduling logistics (rooms, instructors)
- Training evaluations and reports
- Assist with assessment of the FYS/LC programs
- Regularly interact with university staff and faculty regarding their learning community offerings
- Sit on the Residential Learning Community (RLC) planning committee with FYE and Residence Life
- Communicate with parents and campus partners about FYS/LC/RLC programs
- Other duties as assigned and/or requested by GA and approved by FYS/LC coordinator