

UNIVERSITY OF DALLAS

Graduate Assistant Academic Success

JOB POSTING INFORMATION

Job Description/Duties:

- Coordinates UD's Small Groups initiative.
- Completes the OptimalWork Master Class and supervises 22 First Gen Peer Mentors who are responsible for hosting weekly study halls and small group discussions on lessons learned through OptimalWork. Also supervises social media posting and marketing of small groups.
- Works with system to track small group participation at events and through OptimalWork.
- Keeps receipts and watches budget for any event hospitality needed.
- Holds a few office hours a week to meet with Small Group Peer Mentors and participants to help them navigate their college experience, connecting them to appropriate campus resources when necessary.
- Assists Office of Academic Success in other record keeping and administrative tasks as requested.

Additional Information:

- 10-20 hours per week
- Position could potentially include work during the summer
- *Preferred start date is immediate.*

Qualifications:

This position is for graduate students only.

APPLICATION PROCEDURE

If interested, please email your resume and cover letter to mspring@udallas.edu.