Dean of Students Office - Graduate Assistantship

PROGRAM OVERVIEW
The Office of the Dean of Students works directly with students to help solve problems, to assist with individual and group crisis management, and to advocate for students, when appropriate. Students are encouraged to visit staff in the Dean of Students office to discuss ideas, personal issues, or general concerns about student life at East Carolina University. Through connections with other university departments and offices, the Office of the Dean of Students supports the needs of students and student communities and identifies resources to address those needs.

THE UNIVERSITY
East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of 27,151 students (as of Fall 2022), making it North Carolina’s fourth-largest institution of higher learning. Adjacent to a vibrant uptown district, ECU’s Main Campus is in the heart of Greenville, North Carolina, a city of more than 93,000 people. Greenville is the hub of North Carolina’s coastal plain and serves as a business, medical and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and is within easy driving distance of coastal resorts.

REQUIREMENTS FOR CANDIDACY
The Dean of Students Office is looking to hire two Graduate Assistants for the 2024 spring semester. Applicants should possess a bachelor’s degree and admission (or anticipated admission) in an accredited degree-granting graduate program at East Carolina University. Additionally, all applicants should be in good conduct and behavior standing with East Carolina University, as well as local, state, and federal laws.

Qualified applicants should exhibit excellent oral and written communication skills, interpersonal and organization skills. Preferred candidates will also be detail-oriented, exercise high-levels of independent judgment, strong facilitation skills, and have experience utilizing technology and social media such as: Engage, online reporting tools, and Microsoft Office.

SCOPE OF POSITION AND RESPONSIBILITIES
This position, awarded to a registered graduate student in good standing with the University, will work within the Dean of Students Office to:

- Provide individual academic coaching to First Year Cares Students through in-person and virtual one-on-one appointments.
- Provide academic coaching includes, but is not limited to, strategies for online learning, time management, task prioritization, breaking down assignments, task initiation & motivation, goal setting & habit building, e-mail management, test prep and study strategies, note-taking strategies, reading strategies, managing group projects, and communication with faculty.
- Maintain accurate records about student academic coaching sessions, student service use, and academic skills presentation and workshop attendance.
• Monitor the student’s progress, attendance, and other factors affecting the student’s academic success throughout the year.
• Serve as an advocate and mentor for the student.
• Serve as the primary conduit for information to the CARE team concerning students in need of behavioral intervention and support from Student Affairs professionals.

The Graduate Assistantship is based upon a flexible weekly schedule of approximately 20 hours per week during the academic semesters; the GA expected to maintain a GPA of at least 3.0.

GRADUATE ASSISTANT EMPLOYMENT DETAILS
• Expected work dates to be January 2024 – May 2024.
• Stipend of $9,500.00 for Spring 2024.

APPLICATION PROCESS
• Apply for this position by submitting a PDF version of your resume, cover letter/letter of interest, and three references which include the reference name, phone number and email address to MartinEl@ecu.edu.
• Final candidates will be contacted to arrange a time for an interview.
• For additional information about this specific Graduate Assistantship, contact Dr. Lynn M. Roeder, Associate Vice Chancellor / Dean of Students at roederl@ecu.edu.