The Graduate Assistant at the [Student Equity and Engagement Center](https://nmu.edu/seec/) (SEEC), under the supervision of staff, administers diversity, equity, and inclusion programming as a part of the King-Chavez-Parks grant. The position maintains twenty (20) hours per week, in combination of day, evening hours. ***This position is a one year contract for academic year 21/22 and offers a 16 credit/year tuition waiver along with hourly wages.***

The GA will be involved with planning, executing, and updating programs for [GEAR UP](https://nmu.edu/seec/gear-up), along with assisting in supervising undergraduate student employees working with GEAR UP students. The mission of the federal GEAR UP program, administered by the U.S. Department of Education, is to significantly increase the number of low-income students who are prepared to enter and succeed in post secondary education. This is done by promoting academic excellence through a variety of locally designed and innovative early intervention services.

In addition, they will assist current students as part of the [Jump Start](https://nmu.edu/seec/jump-start) program for students entering the university on probationary status. This work involves developing viable action plans as a result of poor grade reports, aid in the recruitment and retention of grant students, maintain records regarding relevant activities and provide office coverage as necessary (i.e. answer phones, greet visitors).

Other general duties are to be performed as assigned and include but are not limited to, assisting with training of university faculty and staff, presenting to groups about the SEEC, and assisting with office projects.

Minimum qualifications are as follows:

* Be enrolled in a graduate program and taking a minimum of six (6) credits per semester
* Maintain a 3.00 GPA
* Free from any type of academic or social probation.
* Familiarity with LGBT+, BIPOC, and Disability advocacy, education, and populations
* Experience with students from 9th grade to undergraduate level
* Excellent interpersonal and communication skills

Desired qualifications are as follows:

* Enrolled in a masters program in Social Work, Education, or other helping professions
* 2nd year student
* Experience with Banner. Sales Force, NMU’s ESP, and/or other student databases
* Experience with marketing

*Salary and tuition will be in accordance with Graduate Assistant stipend and tuition*

*program.*