

## Position Description: Graduate Assistant (GA) for Experiential Learning

<b>Department:</b>	Experiential Learning Network (ELN), Undergraduate Education
<b>Supervisor:</b>	Christina Heath, Administrative Director
<b>Term:</b>	August 2023 – May 2024 with potential to continue
<b>Hours/week:</b>	20hrs/week (represents full-time for GA positions), specific hours to be arranged. Position is in-person in 127 Capen Hall.
<b>Salary:</b>	\$1,000/biweekly salary plus 1 tuition credit in the fall and spring (2 total)
<b>Other:</b>	Tuition will be paid for Fall and Spring enrollment only, up to 1 credit hour each semester at the in-state rate. <i>Fees are not covered and are your responsibility.</i>

You will be expected to be enrolled full-time (a minimum of 9 credit hours each fall and spring semester) or ensure that a Certification of Full-Time Status form is on file (form can be found at the Graduate School website).

## Primary Duties and Responsibilities

### Project Portal, Funding and Digital Badge Administration

- Assist with student support and communication related to ELN's [Project Portal](#)
  - Answer general questions and guide students through the [ELN digital badge](#) and [funding](#) processes
  - Assist with managing the ELN office email by responding to or triaging emails in a timely manner
- Utilize the digital badge workflow system to check for student sign-ups and submissions on a regular basis; use scoring rubrics to evaluate student work and issue badges
- Assist with the posting, management and tracking of project portal listings submitted by UB faculty and staff
- Manage the organization and review of funding applications by using rubrics to determine award allocation; Prepare and disburse funding award letters
- Maintain an updated database of students applying for funding

### Communications and Outreach

- Use data collected through the ELN digital badge series to assist with ELN assessment and storytelling efforts
- Assist as needed with representing ELN at campus tabling events for prospective and current students
- Help the ELN team with the planning, coordination, facilitation and assessment of major events including but not limited to the Celebration of Student Academic Excellence and programs affiliated with external grants awarded to ELN

- Assist with preparing ELN faculty and student newsletters
- Assist with daily office operations and special projects as assigned

## Skills and Requirements

### All Graduate Assistants must:

- Be fully matriculated in a graduate degree program at UB
- Be a full-time graduate student, maintaining a minimum of nine (9) credits per semester
- Maintain good academic standing during each semester of the assistantship

### In addition, the Graduate Assistant (GA) for Experiential Learning must possess:

- Strong, independent critical thinking and problem solving skills
- The ability and eagerness to lead assigned projects
- Strong organizational and interpersonal skills, including an ability to work with students, faculty and staff
- Strong ability to learn new programs and processes necessary for the role
- High attention to detail and strong writing ability
- Ability to manage multiple projects with different timelines and to problem solve
- Ability to work effectively both independently and within teams
- Strong knowledge of the Microsoft Office suite
- Ability to work in a diverse environment exhibiting understanding, appreciation and respect for a wide variety of individual differences and backgrounds

## To Apply

Please submit your resume, cover letter, and contact information for three professional references to Christina Heath at [clgiunta@buffalo.edu](mailto:clgiunta@buffalo.edu).

Interviews will begin in August and will continue until the position is filled.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.