

## **The Accelerate STEM Pathway Program Job Description**

### **Graduate Assistant**

The primary purpose of the Graduate Assistant is to assist the Activity Director in planning, organizing and conducting activities and programs for the students that will contribute to their fuller and richer quality of academic opportunities in accordance with the university and program mission as directed by the Activity Director.

Responsibilities include:

- Assist in planning, developing, organizing, implementing, and evaluating the activity programs of accelerated pathway program.
- Assist students in getting ID cards, headshots and white coats for program.
- Participate in community planning interests that will enhance the mission of the accelerated program.
- Communicate upcoming events and scheduled activities to students via email
- Conduct talk session with students to respond to individual needs and to help evaluate program.
- Consult with members of the staff, community agencies and other in the process of solving the needs of the community to help with the development of activity programs.
- Document participation of students in the activity programs to be utilized by Activity Director in community service evaluation.
- Performs other duties as assigned.