

# Educational Opportunity Program

## Graduate Assistant

### Student Academic Services

#### Summary of Duties and Responsibilities:

Under the general direction of the Director of the Educational Opportunity Program (EOP), the graduate assistant is responsible for providing academic advising for students in the College of Science and Math who are EOP participants. Additionally, this position may be involved with planning and facilitating academic, career or personal development activities for program participants. Position includes academic, personal and financial aid advising for first generation, low-income students. The grad assistant will maintain direct contact with program participants, monitor academic progress, collaborate with other EOP academic advisors and participate in department academic advising meetings.

#### Responsibilities

1. Maintain direct contact with EOP students by providing academic, career and personal advising. Assist EOP students with developing appropriate alternatives, options and strategies for resolving questions/concerns.
2. Plan and facilitate academic, career and personal development activities for EOP students.
3. Work in concert with other EOP academic advisors to inform EOP students of upcoming activities, workshops, events, deadlines and opportunities, including information regarding issues such as careers, internships, financial aid, graduate schools and student accomplishments.
4. Refer students to Study Sessions, Supplemental Workshops in Math or Science or Study Skills Seminars.
5. Possible assistance in facilitating of EOP First Year Seminars, SOAR and/or Summer Institute sessions in an advising capacity.
6. Gain a working knowledge of the purpose, objectives and goals of Student Academic Services and Educational Opportunity Program.
7. Develop proficiency with computers for the retrieval of student information, student data tracking and other computer applications.
8. Participate in available, on-going training and staff development activities and SAS Academic Core meetings to broaden knowledge of campus resources and academic policies, particularly individual department requirements.
9. Document student contacts via online SAS Scantake system.
10. Other responsibilities and projects as assigned.

Position Requirements:

Education: Baccalaureate degree required in the behavioral or social sciences or a closely related field. While employed, must be enrolled at Cal Poly throughout the academic year. Experience and sensitivity in working with diverse, low-income, first generation college students strongly preferred. Must be proficient with computer applications, including Microsoft Office and the internet.

Continued employment is based on performance and subject to funding.

Additional Details:

The Graduate Assistant position will begin prior to Winter Quarter 2009 (specific date TBD) and continue through at least Spring 2010, with preference through Spring or Summer 2011, depending upon availability of the candidate, funding and performance.

Graduate Assistant must be able to begin during Fall Quarter 2009, at least 5 hours per week for training, with expectation to either transition to 20 hours per week during Fall 2009 or by January 2010. Graduate Assistant will receive training through information sharing, case studies, shadowing and discussion with staff.

I understand and accept the responsibilities of the position as outlined above.

\_\_\_\_\_  
Graduate Assistant Name

\_\_\_\_\_  
Graduate Assistant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Academic Services Supervisor Name

\_\_\_\_\_  
Student Academic Services Supervisor

\_\_\_\_\_  
Date

**Closing date for applications: October 30, 2009**

**Submit to Susan Sparling at [sspar@calpoly.edu](mailto:sspar@calpoly.edu)**