

January 5, 2024

Graduate Assistant, University Honors Program

The Saint Louis University Honors Program is currently accepting applications for one Graduate Assistantship (GA) position for the 2024-2025 academic year. Please review the position details and qualifications outlined below.

JOB DESCRIPTION

Position Summary

In collaboration with University Honors Program staff, this position assists with the development, planning, and implementation of special projects and events within the Honors Program. This includes experiential learning initiatives, admission events, and other curricular/cocurricular programming and services for honors students. The role requires a significant amount of personal initiative to develop and complete projects that contribute to the operational efficiency of the Honors Program. The ideal candidate will have prior knowledge of honors education and bring a creative spirit to the position that will aid in developing new projects that enhance the honors student experience.

Appointment Details

This is a nine-month appointment, beginning mid-August 2024 and ending mid-May 2025. During that time, the GA works 20 hours per week during normal business hours while school is in session (holidays and breaks excluded). The position offers tuition remission for 18 total credit hours (9 in fall and 9 in spring), as well as a monthly stipend and health benefits. This is a one-year assistantship, with the possibility for renewal for one additional year.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Work with the Director and Assistant Director of the Honors Program to establish, implement, and evaluate desired outcomes and performance objectives. Work in collaboration to achieve the mission and goals of the Honors Program.
2. Assist in the delivery and assessment of Honors Program academic experiences, including the International Partnership Program and the Honors Study Abroad course.
3. Teach HR 4860 Professional Development course or other Honors Program courses as needed (this is not guaranteed requirement, but may be an option)
4. Represent the Honors Program during Fall Welcome events, University recruitment events, and other events hosted by the Honors Program.
5. Assist with the planning and implementation of the annual Senior Legacy Symposium.
6. As appropriate, attend meetings, workshops, trainings, and University events for personal and professional development.
7. Perform other duties, as assigned.

EXPECTED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Effective organizational skills and the ability to manage multiple projects simultaneously
- Effective written and oral communication skills, as well as presentation skills
- Effective interpersonal skills and the ability to show empathy and work with students
- Awareness of campus resources and opportunities for student support and development
- Ability to interact in a professional manner with faculty, staff, students, and other constituents

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- Strong personal initiative with the ability to work effectively as part of a team
- Familiarity with Banner Self-Service or similar educational systems
- Familiarity with Canvas and/or other teaching technologies
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Proficiency with Google Workspace (Drive, Docs, Forms, Sheets, Slides, Sites)

MINIMUM QUALIFICATIONS

Bachelor's degree; strong academic background; experience with undergraduate students in a student service setting or teaching context. **Must be enrolled as a full-time student in a Saint Louis University graduate program.**

PREFERRED EXPERIENCE

Experience as a student in a university or college Honors Program; training or experience with program or event planning; training or experience with undergraduate teaching.

APPLICATION PROCESS

To apply, submit the following materials to the Saint Louis University Honors Program:

- a cover letter describing your interest, qualifications, and relevant experiences
- a resume or curriculum vita
- contact information for two academic references
- the attached Chair Approval Form, completed and signed by your department chair

All application materials must be submitted to the Honors Program (honors@slu.edu) by **March 1, 2024**. Incomplete applications will not be considered. Preference will be given to applicants who have the potential to return for the 2025-2026 academic year.

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Saint Louis University Honors Program
Graduate Assistantship
Chair Approval Form

[Graduate Student's Name] _____ has applied for a Graduate Assistantship in the University Honors Program. The assistantship period is mid-August, 2024, through mid-May, 2025 and requires 20 hours of work in the Honors Program per week (excluding holidays and university breaks).

Background Information

The Saint Louis University Honors Program engages intellectually curious and academically successful students in a community oriented towards the Jesuit ideals of holistic learning, academic rigor, and community engagement. Through a combination of individually tailored curricula, experiential learning opportunities, and developmental guidance and mentorship, the Honors Program prepares students to become citizens who engage in the process of inquiry and apply their knowledge in service to society. Additional information about the Honors Program can be found at <https://www.slu.edu/honors>.

Minimum Qualifications

To be eligible for this position, applicants must possess a Bachelor's degree and must be enrolled as a full-time student in a SLU graduate program for the duration of the award period. They must also be in good academic standing (maintaining a minimum 3.0 GPA), be eligible to receive assistantship funding in their home department, and be eligible to work 20 hours per week starting mid-August 2024.

Statement of Support

I support [Graduate Student Name's] _____ application for a Graduate Assistantship. I certify that this student:

please check all that apply

- has/will have earned a Bachelor's degree prior to the start of the award period
- is/will be enrolled as a full-time student in a SLU graduate program for the award period
- is in good academic standing (maintaining a minimum 3.0 GPA)
- is eligible to receive assistantship funding in his/her home department
(# of semesters of funding remaining: _____)
- is eligible to work 20 hours per week, starting mid-August 2024

Department Chair's Signature

Date

Please return completed form to the Honors Program no later than March 1, 2024, either electronically to honors@slu.edu or in hard copy at Verhaegen Hall, Room 119.