

University Honors Program Graduate Assistant

Overview

The University Honors Program provides a community for high-achieving undergraduates from a variety of disciplines united in their academic passions and identities as emerging scholars. Students in the Honors Program represent all units of the University. In keeping with the Catholic and Marianist traditions, the Honors Program emphasizes the education of the whole person. The program supports innovative and substantive undergraduate research, as well as participation in international and intercultural study. In addition, the Honors Program values service, leadership, and spiritual exploration and supports participation in cultural and social events. A student's experiences in the University Honors Program emphasize critical thinking and inquiry and the value of lifelong learning.

A graduate assistant in the University Honors Program would work with UHP staff in the following areas: developing student leadership, integrating academic and residential experiences, assisting in the review and selection for signature programs, assisting with the planning and implementation of UHP special events.

The Graduate Assistant (GA) position is a professional assignment. As such, the GA is expected to follow all policies and standards of behavior as outlined in the Student Handbook. The position is part-time (20 hours per week/12 months), using the university calendar for professional staff holidays and breaks, though some additional days are given off during student breaks. The Assistant Director supervises the GA.

General Expectations

- Be an active member of the UHP staff through participation in weekly staff meetings and UHP events (Honors Student Welcome, Signature Showcase, Danny Arnold 5K, Honors Student Symposium, Graduation brunches/lunches)
- Maintain a 3.5 Grade Point Average

Responsibilities

Student Leadership and Residential Curriculum

Residential Curriculum

Honors Special Interest Housing (SIH)

- Work with Assistant Director to facilitate Honors SIH Information session/ pre-application workshop(s) (Fall); Community Living workshop (Spring)
- Review Honors SIH Pre-Applications (for legacy and general SIH) and applications for the SIH process
- Work with Honors SIH residents re: progress on Honors related SMART goals

Honors Designed Learning Experience (DLE)

- Working with Residential Coordinators, Honors DLE RA's, and the Coordinator for Co-curricular Learning in the planning and implementation of DLE COMPASS Days.
- Working with Honors re: progress on Honors related goals

Honors Student Welcome

The GA works with the Assistant Director and undergraduate student leadership team in managing/supporting the student staff recruitment process and all aspects of HSW staff training, as well as logistical support for HSW overall:

- Supporting the growth and development of student coordinators, student leaders, to enhance their leadership experience
- Working with coordinators to plan and implement student staff training
- Implementing a plan for consistent, clear communication with student staff, HSW student leaders and incoming Honors students and their families
- Working with NSP and H&RL (NSO app, StarRez reports) to maintain up to date HSW schedule, registration data
- Coordinate with appropriate Housing & Residence Life Operations Life staff regarding first-year Honors housing assignments; utilize Honors housing assignments to organize move-in during Honors Student Welcome

Event Coordination

Coordinate a range of University Honors Program events including, but not limited to Signature Programs Showcase (fall); and Danny Arnold Memorial 5K Race/Walk (spring)

Serve on UHP review committee(s)

Serve on the Hull and Honors SIH review committee. The opportunity to serve on other Signature Program review committees is possible (depending on GA background, availability).

Minimum Qualifications:

- Demonstrated commitment to academic excellence and fostering a diverse and inclusive learning community
- Demonstrated ability to plan and coordinate experiences with undergraduate students
- Willingness to mentor undergraduate Honors students in areas of leadership and service
- Demonstrated written communication skills
- Strong organizational skills
- Demonstrated ability to both work both as a part of a team and independently
- Ability to maintain confidentiality of students.

Preferred Qualifications:

- Undergraduate experience as an Honors student
- Familiarity with and value for Catholic Higher Education

Remuneration

- Competitive stipend
- Hourly rate/summer contract
- Tuition Remission – Up to 24 credit hours, not to exceed \$14,686/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Maria Ollier Burkett, Assistant Director, Programs Coordination
University Honors Program
mburkett1@udayton.edu
(937) 229-4287