Graduate Assistant for STEM Scholar Program
Position Number:

Nature of responsibilities
This position works with the STEM Scholar Program, assisting with a variety of programming and retention activities. The graduate student will gain skills in the planning of large-scale programs and events for undergraduate students. Additionally, the graduate student will gain experience in structuring and managing a student mentoring program. The graduate student will develop communication skills and broaden his or her understanding of the competitive arena of high achieving student retention.

In addition, the position offers a broad overview of academics, undergraduate research, study abroad, and competitive scholarships. Graduate students see and understand the connection between student affairs practices in academic affairs settings. Because the STEM Scholar Program works with all of the academic units, the Division of Enrollment Services, the Academic Scholarship Office, and University Housing, this position affords the opportunity to develop partnerships across the campus community.

Candidates should demonstrate strong communication skills, organization, initiative, teamwork experience, and a commitment to academic excellence within a diverse learning community.

Key duties include:
• Assist the program with retention initiatives, including (but not limited to):
  o Summer Bridge Program
  o Meeting 1:1 with current STEM Scholar students
  o Arrange tutoring, study hall, and academic workshops
  o Guest Speaker Series
• Serve as a staff mentor and resource for a group of students in the STEM Scholar Program
• Assist with proactive and motivational advising for academic/social college transitions
• Help plan, market, and execute strategies geared towards increasing the population of underrepresented students within the STEM Scholar Program
• Implement networking events that focus on connecting students with industry partners in STEM
• Establish and maintain relationships with TCU staff, faculty, alumni and other community partners to expose students to campus opportunities, research experiences, study abroad, and service/service learning
• Work with STEM Scholar staff to produce events that will invite students to learn more about opportunities throughout the campus, such as research experiences, study abroad, service/service learning, and internships
• Reviewing scholarship applications from high-achieving students
• Contribute innovative ideas to social media promotion and usage
• Other duties as assigned

Assistantship package
• This is a 9-month, 0.50 assistantship with a stipend of $16,000. A tuition waiver for graduate courses is included (student must pay applicable University fees). The package also includes the option of purchasing health insurance through the Graduate School.
• Anticipated start date: July 1, 2020. There is a preferred option for the graduate student to work for the STEM Scholar Program as a part-time employee during Summer 2020.
• Work hours vary, with some evening and weekend work but the expectation is a 20-hour workweek.
• All STEM Scholar GAs must maintain a 3.0 GPA in graduate school to keep their position.