



## Graduate Administrative Specialist - Academic Transition Programs

### University College

**Position Title:** Graduate Administrative Specialist - Academic Transition Programs (ATP)

**Hiring Department:** Academic Transition Programs (ATP) (Division of Academic Affairs)

**Formal Education:** Completed bachelor's degree in any subject

**Type of Assistantship:** Pre-professional Graduate Assistantship (GA)

**Supplemental Documents Required:** Resume

**Supervisor:** Dr. Ryan Bronkema , Director of Academic Transition Programs(ATP))

**Stipend (per semester):** \$4,500 (\$900 per month plus \$600 in professional development annually)

**Hours worked:** 20 per week (based on the Carrollton Campus)

The office of Academic Transition Programs is primarily tasked with the administration of First-Year Seminar, Learning Communities/Living Learning Communities, and newly Transfer Student Support with the primary goal of increasing the transitional success and retention of first-year students as well as other students and students populations. As a part of University College, we work in partnership with faculty and other invested academic partners to help promote student success in our areas.

As the GA in the ATP area, you will have ample opportunities to interact with faculty, campus administrators, and students as you help us make our programs happen. In addition, you will have an opportunity to co-teach an FYS course in the fall (and maybe spring) with Dr. Bronkema. Ideally, a strong candidate would be quickly willing to offer their opinions, skills, and energies to help improve our programming. We are a small office, with many ideas and so you will be able to jump in and make a big difference to our day to day operations.

For more information on our programming, please visit:

<https://www.westga.edu/academics/university-college/academic-transition-programs/index.php>

**Primary Duties:**

- Work closely with the Director of Academic Transition Programs and other members of the ATP team on day-to-day operations of general student success initiatives
- First-Year Seminar (FYS) and FYS Lab
  - Assist in the teaching of a section of FYS
  - Help execute faculty selection, training, assessment, scheduling, and maintenance of all FYS Sections
  - Help collect, organize, maintain, all first-year student lab assignments and data in addition to their FYS course
  - Serve as the point of contact for questions and troubleshooting of the FYS Lab
- Assist in the administration transition of the linked courses on campus
- Plan, coordinate, and facilitate, programs of events sponsored by Academic Transition Programs (ie: National Transfer Student Week)
- Network with appropriate campus partners
- Assisting in the Academic side of Live-Learning Communities
- Help in the advisement of Alpha Lambda Delta National Honor Society
- Participate in the execution of University College Initiatives
- Stay up to date with best practices to UWG students with Academic Transition Programs
- Market, and run ATP social media accounts

**Skills and Interests:**

- Ability to complete administrative tasks in a thorough and timely fashion
- Ability to accomplish tasks independently
- Record of strong, professional communication
- Vague familiarity, experiences or interest with first-year experience(FYS,LCC, or LC) or transfer students
- Interest in data and data analysis (or learning about it)
- Comfort with ambiguity
- Willingness to ask questions
- Ability to work with a quirky supervisor

\*\* Summer employment is also available at the same salary (\$900 per month)\*\*