

HIGHER EDUCATION ADMINISTRATION M.S.ED. PROGRAM
Enrollment Management Student Life & Development Institutional Research & Policy Analysis
Graduate Administrative Assistantships 2018-2019

Graduate administrative assistantships in University of Miami offices are offered to students actively pursuing a Master of Science in Education with a concentration in Enrollment Management, Student Life & Development, or Institutional Research & Policy Analysis. The assistantships provide valuable practical experience in university administration while fostering an appreciation of the teamwork across department lines, collaborative learning, strategic planning and information flow that constitute effective higher education administration. The assistantships, which typically pay \$18,000 per year in regular/monthly stipends, are available in the following areas:

DEAN OF STUDENTS OFFICE

Greek Life

Fraternity Graduate Advisor

The graduate assistant serves as a liaison to a selected fraternity house just off campus, maintaining a strong working relationship with the chapter's advisor(s), national headquarters, and housing corporation leadership; managing communication between the Dean of Students Office, the Interfraternity Council, other relevant governing bodies and/or organizations and the residents of the fraternity house; maintaining general oversight and management of all house-related operations; and assisting by providing advice, guidance, or material resources as required or requested.

<http://doso.studentaffairs.miami.edu/units/greek-life/index.html>

Sandler Center for Alcohol and Other Drug Education

Graduate Administrative Assistant

The Sandler Center is a comprehensive prevention, intervention, education, and referral program focusing on alcohol and other drug use, misuse, and dependency. The graduate assistant supports the center's mission by helping with daily management and efforts to assess, educate, and collaborate with other campus offices and groups. In that role, the GA helps:

- Educate students about the negative consequences of high-risk use of alcohol and other drugs;
- Increase awareness and commitment to create a campus environment in which a change in attitudes, behaviors, and use of substances is possible and high-risk behaviors are reduced.

<http://doso.studentaffairs.miami.edu/units/alcohol-and-other/index.html>

Honor Council

Graduate Liaison

This experience includes serving as the Dean of Students' liaison to the Undergraduate Honor Council of 29 undergraduate students. The graduate assistant communicates directly with the Council's Executive Board via regular meetings and interaction; maintains general oversight of the resources of the Council; assigns duties and responsibilities to members of the Council in coordination with its President and Vice President; and has general oversight of Council operations, providing advice, guidance, and material resources as required or requested.

<http://doso.studentaffairs.miami.edu/units/undergraduate-honor-council/index.html>

DEPARTMENT OF STUDENT ACTIVITIES AND STUDENT ORGANIZATIONS

Graduate Assistant

The graduate assistant gains experience in a wide variety of areas, including co-advising Hurricane Productions, the student-run programming board, and being chief advisor to CaneStage Theatre Company, the Cinematic Arts Commission, and Patio Jams. The GA also assists with department-wide programs such as Canefest, Homecoming, Commencement, the University Lecture Series,

Special Events, and more. As a member of the department team, the GA provides students diverse opportunities for enhanced learning through leadership development, personal involvement, and self-discovery.

<http://saso.studentaffairs.miami.edu/about/about-us/index.html>

ADMISSION & ENROLLMENT MANAGEMENT

Graduate Research Assistant

Graduate assistants provide both primary and secondary research support on marketing and communication-related projects, primarily helping with data collection, analysis, interpretation and report preparation. The GA reports to Ann K. Masterman, Ph.D., Executive Director of Enrollment Management Marketing and Operations.

BUTLER CENTER /OFFICE OF CIVIC AND COMMUNITY ENGAGEMENT/

Civic Scholars Coordinator Graduate Assistant

The graduate assistant advises students in the [Civic Scholars Program](#) or those interested in enrolling; tracks student progress and grades student work; identifies service-learning courses that meet CS requirements; helps connect students with faculty, staff and community partners with whom students work to complete capstone projects; coordinates the CS senior reflection workshop in spring semester, and much more. This position is 20 hours per week.

<http://serveandlead.studentaffairs.miami.edu/index.html>

<https://civic.miami.edu/>

CAMNER CENTER FOR ACADEMIC RESOURCES

Graduate Assistant

The graduate assistant works with students to identify academic strengths and weaknesses, develop study skills, and provide guidance to support academic success. GAs also plan weekly schedules, hone time management skills, teach general learning strategies, assist the learning specialists, and present workshops on academic strategies, including test- and note-taking, time management, organization, and educational technologies.

<https://camnercenter.miami.edu/>

OFFICE OF ACADEMIC ENGAGEMENT

Graduate Assistant, Diversity and Inclusion Initiatives

The Office of Academic Engagement works to foster academic excellence, campus engagement, and professional development with a focus on serving underrepresented, low-income, and first-generation students. The graduate assistant works closely with the Senior Academic Advisor for Diversity and Inclusion to provide programs and outreach for underrepresented and first-generation students. Responsibilities include creating programs and workshops; researching and benchmarking national trends and policies affecting first-generation and underrepresented students; helping coordinate opportunities with campus and community partners; helping plan, implement and evaluate student and family orientation activities; marketing events, workshops and programs; managing social media accounts, and more.

<https://oae.miami.edu/index.html>

DEPARTMENT OF ORIENTATION & COMMUTER STUDENT INVOLVEMENT

Graduate Assistant

The Graduate Assistant serves as a department staff member responsible for coordinating transfer student programs and the assessment of large-scale events, and supporting Orientation and Family Weekend programming and supervision. Fifty percent of the GA's time goes to transfer student

programs (co-advising the Transfer Student Association; selecting, training and supervising the Transfer Assistant Staff of eight students; managing Transfer Orientation during fall semester, and more. The GA dedicates 35 percent to Orientation and Family Programs (helping select, train and supervise all orientation personnel; designing and facilitating training sessions; managing the logistics and execution of fall and spring orientations; and more). Another 15 percent is spent designing assessment instruments for department initiatives and helping assess learning outcomes for Transfer Assistants and Commuter Assistants.

<http://orientation.studentaffairs.miami.edu/orientation/index.html>

STUDENT CENTER COMPLEX

Graduate Assistant

The graduate assistant serves as a Student Center Complex staffer reporting to the Associate Director, Events and Reservations. The SCC encompasses the Shalala Student Center, Whitten University Center, Breezeway, UC Pool, University Green and more. Responsibilities include helping to schedule, coordinate and execute the more than 8,000 annual reservations at the SCC; serving as a front-line customer service representatives; staffing major events; ensuring integration and communication between Events and Reservations and Operations teams; assessing customer satisfaction; being a co-advisor and administrative lead for the SCC Advisory Council, and more.

<http://scc.studentaffairs.miami.edu/>

TOPPEL CAREER CENTER

Graduate Assistant, Career Education

Role: To provide career-related events and programs for University of Miami students and alumni that support the mission of the Toppel Career Center. The graduate assistant manages daily operations of the career outreach program (recruiting, training and supervising nine student peer advisors from UM schools and colleges); operates weekly walk-in advising services; helps clients sharpen job acquirement skills (resumes, cover letters, personal statements, interviewing); conducts workshops on career-related topics; educates and refers clients to resources; and supports the Career Education Team on a range of projects, including career fairs and events. The position requires 25 hours per week, occasionally including evening and weekend hours.

<https://hireacane.miami.edu/>