

**Indiana University of Pennsylvania**  
**Division of Student Affairs & University College**  
**Graduate Assistant for Crimson Scholars Circle 2023-2024**

The Graduate Assistant for Crimson Scholar Circle is a nine month (typically early August–May), live-in, graduate assistantship including training prior to the Immersion Week program in early August.

Supervised by a professional staff member, this position has varied responsibilities in academic and social programming, programmatic support for the Crimson Scholars Program, and the Office of Housing, Residential Living, and Dining. Potential responsibilities include:

**Crimson Scholars Circle Responsibilities**

- Assist with the planning, implementation, and evaluation of academic and social programs;
- Maintain regular contact with scholars to assure their academic and social needs are met;
- Participate in Mentor Training prior to the beginning of the Fall 2023 semester;
- Assist with the implementation of Early Immersion Week prior to the Fall 2023 semester;
- Attend large group scholar meetings;
- Represent the Crimson Scholars Circle program at university events (as negotiated);
- Provide instruction, program development and implementation of weekly meetings;
- Supervise Peer Mentors and ensure there is strong engagement and interaction between Peer Mentors and students within the on-campus residential communities;
- Guide student leaders in the development, planning, assessment & implementation of community events;
- Advise and support students with academic, behavioral, and interpersonal concerns;
- Collaborate with Crimson Scholars Circle partners (faculty and staff) to plan and implement programs related to the community and building themes;
- Collaborate with other organizations and departments to provide events, opportunities that cultivate a sense of pride, inclusion and personal growth;
- Complete additional special projects for the Crimson Scholars Circle (as negotiated on a case-by-case basis);
- Meet formally on a bi-weekly basis with the Senior Assessment Coordinator and LGBTQIA Support, Center for Multicultural Student Leadership and Engagement (supervisor) and Assistant Director for Student Success, University College (supervisor);
- Maintain regular office hours as negotiated (20 hours per week).

**Housing Responsibilities**

- Role model effective student engagement by regularly meeting and engaging with residential students;
- Create and continuously improve upon a cohesive and inclusive residential community that is highly engaging;
- Be present at and participate in all move in and move out processes and events;
- Oversee the implementation of the room change process, including confirming vacancies and room readiness, communicate with students when they can move into their new space, confirm room change has been completed, and finalized the process in StarRez;
- Implement departmental storage policy, including completing an inventory of belongings left behind, establishing deadlines to retrieve items after the deadlines have passed, and following up with students and staff as needed;
- Document incidents in a timely manner.

### **Other Duties**

- Participate in departmental, divisional, and university committees;
- Participate in professional training sessions and on-going graduate professional development workshops;
- Educate students of university policies through formal and informal interactions, and refer students to the IUP judicial process as appropriate;
- Assist with the preparation of all requested administrative reports, records, and evaluations promptly and accurately;
- Encourage community service opportunities that contribute to the success of the IUP and Indiana communities;
- Drive a university owned or rented vehicle for departmental leadership conference trips and other purposes.

**Compensation:** The graduate assistant receives the following:

- A full in-state tuition waiver;
- Meals provided during the Fall and Spring;
- A furnished on-campus apartment with utilities and internet access;
- A reserved on-campus parking space;

**Term of Appointment:** One-year assignment, renewable for second year, beginning fall semester 2023.

**Supervisor:** Tedd Cogar, Senior Assessment Coordinator and LGBTQIA Support and Jeremy Risinger, Assistant Director for Student Success

**Contact Information:** Inquires should be directed to: Tedd Cogar, [tcogar@iup.edu](mailto:tcogar@iup.edu)