

Office of Student Affairs

Graduate Assistantship: Student Advocacy Specialist & Orientation Support

The Division of Student Affairs at Penn State New Kensington cultivates student intellectual and personal development by promoting engagement in teaching and learning, academic success, and integration into the Penn State community. Student Affairs is responsible for overall administration of student programs and services including; campus life, career services, recreation, health and counseling services, student leadership development, new student orientation, international student support, students in transition, child care assistance, diversity, equity and inclusion programs & services, student policies and procedures, Title IX and general compliance, student conduct, crisis management, disability services, transportation services, student publications and off-campus housing.

Graduate Assistant responsibilities include but are not limited to the following:

General Expectations

- ❖ Support the Division of Student Affairs and work with a variety of student affairs departments as well as other campus stakeholders.
- ❖ Update the campus Student Activity Fee committee on projects/programs associated with the graduate assistant's job responsibilities.
- ❖ Delegate responsibilities to the work-study students.
- ❖ As per project demands, may develop multi-media publications including printed materials, brochures, campus life videos, educational videos for the web, and communications via social media forums.
- ❖ Display quality leadership skills at all times, work well independently and as a team member.
- ❖ Additional duties may be assigned to support annual goals and objectives of the Division of Student Affairs.

Student Advocacy Specialist

- ❖ The student advocacy specialist will provide a variety of advocacy programs and services for special student populations who may be experiencing emotional, educational and cultural challenges; making referrals as appropriate and working collaboratively with other departments to create a supportive campus environment. Focus on populations include but are not limited to: international, under-represented, multi-cultural, first generation, LGBTQA+ and students with disabilities.
- ❖ Will plan and implement programs that support celebration of history months, multi-cultural series, Country of Focus and the Unity Week. Coordinate the annual Non-Profit Organization Volunteer & Human Rights Advocacy Fair.
- ❖ Serve as a resource and main liaison for clubs and organizations to further diversity and inclusion initiatives and may advise multi-cultural student organizations.
- ❖ Assist in the recruitment of students to participate in the PA Black Higher Education student leadership institute and the PSU Global Engagement Leadership Experience.
- ❖ Will be trained in Bystander Intervention programming and support.
- ❖ Will assist the Director in assessing campus climate and review relevant data that will inform campus stakeholders, provide a positive campus environment and assist in the



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development of educational programs that sensitizes the campus community to the needs of special populations.

Orientation & Transition Programs

- ❖ Provide direct support and assistance in the implementation of all new student orientation programs and orientation student leader development. Plan orientation leader retreats and facilitate leadership workshops in collaboration with the Student Life Coordinator.

Compensation: Salary or wage-based compensation based on 20-22 hours per week work schedule (or the equivalent to in-state tuition for out of state students). Total compensation would not exceed \$14,500 per academic year.

Term of Appointment: Two-year commitment is expected with review at end of year one.

Supervisor: Ms. Theresa Bonk, Director of Student Affairs

Contact Information: Comments or questions should be directed to...

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Director of Student Affairs
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