

Office of the Dean of Students Parent and Family Outreach

Position: Graduate Assistant for Parent and Family Outreach

Remuneration: Minimum \$9,000.00 (plus tuition waiver)

Contact Person: Chad Barnhardt, Coordinator of Parent Outreach and Special Projects

Position Description:

The primary responsibilities for the Graduate Assistant for Parent and Family Programs are to assist the staff of the Office of the Dean of Students with parent and family special projects and administrative tasks. The focus of this assistantship is to provide the graduate student with parent and family based experience. Some of the responsibilities have included the following:

- This position is a two year appointment and includes summer employment following the first year with the Office of the Dean of Students. The summer employment opportunities may include experiences such as the planning, coordination, and implementation of the responsibilities of the Division of Student Affairs in orientation and the coordination of opening weekend/fall move-in.
- Assist in the coordination of the Ohio Parent Program;
- Development and upkeep of the OHIO Parents and Families Newsletter and email distribution list;
- Maintain the OHIO Parents (ohio.edu/parents) website,
- Provide support to the OHIO Parents Advisory Council, regional parent's clubs, and the Parents & Family fund;
- Assist and Coordinate Parent and Family Weekends and activities for Ohio University (i.e. Parents, Dads, Sibs, & Moms Weekend);
- Assist the Board of Directors of the Association of Higher Education Parent/Family Program Professionals (AHEPPP);
- Maintain and Archive data from the AHEPPP ListServ;
- Assist in the maintenance of the quarterly AHEPPP newsletter, answer AHEPPP membership questions;
- Assist in the planning of annual AHEPPP conference and related tasks;
- Assist University Parent Media (UPM) with AHEPPP administrative tasks;
- Respond to student and parent concerns;
- Assist with assessment efforts of the department including benchmarking projects;
- Participate in Division of Student Affairs committees;

- Other duties as assigned

How to apply: Please complete the online application at <http://www.ohiouniversityjobs.com/postings/1876>. To apply, you will need your resume, cover letter, and a list of professional references. You may apply for **up to** five graduate assistantships at Ohio University. **For general questions on the GA application process, please contact:** Kristy Barngrover, Graduate Assistant for the Office of the Dean of Students at kb179110@ohio.edu or (740) 593-1800.

Questions regarding the above position should be directed to: Chad Barnhardt, Coordinator of Parent Outreach and Special Projects, at 740-593-1800, or e-mail at barnhard@ohio.edu