Office for Multicultural Student Access and Retention (OMSAR)
Graduate Assistant for Recruitment and Retention

Core Responsibilities for all OMSAR Graduate Assistants
➢ Maintain an active caseload with scholarship students regarding academic performance
➢ Maintain accurate and timely meeting records on individual students by using the OMSAR Progress Meeting form and/or appropriate OMSAR system
➢ Establish and maintain weekly and/or bi-weekly supervisory meetings with OMSAR staff

Primary Responsibilities
➢ Conduct Progress Meetings with OMSAR Scholars with primary emphasis on the Ohio Promise Signature Award recipients
➢ Maintain advising relationships with students on probation to assist them in regaining scholarship status
➢ Support the recruitment and selection of OMSAR scholarship prospects

Secondary Responsibilities
➢ Assist in recruitment activities for prospective candidates in OMSAR scholarship and LINKS programs
➢ Represent the OMSAR Office at on and off-campus programs

Expectations and Standards
Graduate Assistants are expected to work a total of 300 hours over the course of each semester or 20 hours per week. Graduate Assistants will have an active role in the LINKS Peer Mentor Training and the LINKS Pre-Matriculation Program which occurs the week prior to the beginning of fall semester classes.

Confidentiality - In the course of your duties at OMSAR, you will come into contact with confidential information (e.g. student grades, user ids, personal data, disability status). Confidential information may be spoken, written or electronic. The nature of the information is extremely private and must be protected. Under no circumstances can this information be shared with other students, faculty or staff with the exception being his/her direct involvement and need to know status regarding the circumstances of the student. This information includes, but is not limited to, written records, computer files, student visits or telephone calls, office memoranda and conversations or any written or oral transactions that may occur. You will receive FERPA Training to address this need.

Professionalism – Graduate Assistants are expected to conduct themselves with the same level of respect and thoughtfulness that they would expect to receive from others and includes:
➢ Maintain an effective working relationship with supervisors and co-workers
➢ Demonstrate good written communication skills in reports, correspondence, etc.
➢ Demonstrate good oral communication and listening skills
➢ Demonstrate quality decision making and evaluative skills
➢ Serve as a role model for students and staff in areas of ethical decision making and mature choices
➢ Project a positive attitude toward the position, OMSAR, Diversity and Inclusion, and Ohio University, and will be committed to working effectively with students, faculty and staff from diverse backgrounds.

To apply, you will need your resume, cover letter, a list of 3 professional references, and your autobiographical sketch/personal statement. You may apply for up to six graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Elizabeth Stermer, Graduate Assistant for the Office of the Dean of Students at es933317@ohio.edu or (740) 593-1800.

How to apply: Please complete the online application at http://www.ohiouniversityjobs.com/postings/29207

Questions regarding this position should be directed to Pat Bungard at bungard@ohio.edu or diversity@ohio.edu