Graduate Assistant Job Description

Position Details:
The Division of Student Affairs Enrollment Management is hiring a Graduate Assistant to support the research, communication, and marketing efforts of the Student Success and Retention Committee (SSRC) and the Student-Centered Design Team (SCDT). The SSRC and SCDT are both new, innovative, cross-divisional teams whose work will focus on improving the success and retention of first-year Boise State students.

This position will be responsible for and assist on the following:
- Translating qualitative data into meaningful and compelling stories (videos, profiles, web content, social media, etc.) of the student experience in support of the SSRC and SCDT.
- Support one of the four strategic work initiatives of the SSRC.
- Providing written summaries, presentations, and overviews of the groups' work and findings for various Boise State University stakeholders.
- Assisting with the design thinking process to help develop appropriate interventions and student experiences that align with committee goals.

Position includes a $12,000 stipend and full tuition and fee waiver. We require a one-year commitment beginning September 2018, with the possibility of renewal.

Minimum Qualifications:
- Bachelor's degree in English, Communication, Anthropology, Graphic Design, Education, or related field
- enrolled in at least 9 credits at Boise State University as a graduate degree-seeking student
- excellent communication skills, both verbal and written
- strong administrative and organizational skills
- adhere to University policies and FERPA regulations
- work approximately 20 hours per week (including summer months)

Preferred Qualifications:
- graphic design, video, and/or web development experience
- familiarity with design thinking process
- experience with qualitative research methods
- strong writing and critical thinking skills

To apply: please submit your cover letter, resume, and transcripts at the link below: https://goo.gl/forms/eQFyI20n8cgcfVp01

For further information about the position contact: Luke Jones via email at lukeajones@boisestate.edu or by phone (208) 426-2446