

# Graduate Administrative Assistant LASSO Office Duties & Responsibilities

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## Office of Latinx Student Services and Outreach: GAA Job Description 2020/2021

### Basic Requirements:

- Demonstrate flexibility in schedule (some evening and weekend hours may be required)
- Must be available at least 3 days out of each week
- Fulfill a minimum of 10 hours to earn a full tuition waiver
- Excellent customer service and problem-solving abilities
- Strong written and verbal communication skills
- Organizational and time management skills. Punctuality is expected.
- Demonstrate a positive attitude and the ability to not only collaborate effectively in groups, but also fulfill responsibilities independently.
- Demonstrate basic knowledge of Microsoft Office (Word, PowerPoint, Excel, and Publisher)

### Preferred Qualifications (Not Required):

- Ability to communicate in English and Spanish (oral and written)
- Knowledge of the Latinx culture and issues pertinent to the Latino community
- Sensitivity to the needs of students from Latinx backgrounds
- Experience in an educational setting working with youth
- Some experience preferred with on campus programs or demonstration of on campus involvement
- Effective public speaking skills

### Duties and Responsibilities:

- Represent LASSO at New Student Orientation and other community fairs/events
- Serve as an informational resource to students and community members
  - answering questions
  - assisting/resolving student's problems
  - directing concerns to appropriate person
  - facilitating correspondence via phone and email
- Assist office in coordination and planning of events and programs
- Teach GSU 1010 and/or PCO 1020
- Enter and maintain appropriate data and records
- Create publications and marketing materials (fliers, brochures, etc.)
- Assist with the development and facilitation for events sponsored by the LASSO Office
- Assist in the implementation of daily office functioning to help further the mission of LASSO
- Lead the Latino Leadership Initiative (developing content, driving to/from mentoring sites, mentoring students)
- Support the supervision of undergraduate student workers.
- Represent LASSO as a positive role model and ambassador
- Promote campus events through innovative and traditional PR/advertising techniques
- Assist in outreach programming at various local schools and organizations
- Conduct midpoint and probation meetings as needed and requested by supervisor
- Facilitate workshops and other group activities
- Perform other relevant duties as assigned by supervisor

# Graduate Administrative Assistant

## LASSO Office

### Duties & Responsibilities

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- Travel to and work from all GSU campuses, as needed

#### Assistantship Learning Outcomes:

- Student will gain experience in recruitment and retention strategies for the promotion of student success
- Student will advance knowledge and abilities to effectively and strategically develop and market events and programs
- Student will increase problem solving and critical thinking abilities to strategically address student/parent concerns
- Student will be able to identify and understand the myriad of issues impacting student performance and development
- Student will be able to effectively communicate with a variety of audiences including current and prospective students, staff, administrators, and parents
- Student will be able to gain experience in leadership program development and facilitation
- Student will gain experience in developing community partnerships

#### Mentoring Plan:

- The student will meet bi-weekly with her/his supervisor
- The student will receive a mid-semester and end of the semester evaluation that will highlight strengths and opportunities for professional growth
- The student will be encouraged to participate in activities and events that enhances her or his professional development
- The student will be provided with opportunities to meet with representatives from university departments and community organizations as appropriate
- The student will have the opportunity to assist with the implementation of an on-campus peer led mentor program

#### Timetable:

This will be a one academic-semester term position, renewable as deemed necessary.

#### Qualifications Sought:

Honors student with an interest in Hispanic/Latinx issues & current events, event and program planning, Public Relations, Marketing, business writing, community organizing, and program assessment. Preference is given to students with prior community service experience.

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GAA signature

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GAA printed name

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Date

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LASSO coordinator signature

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LASSO coordinator printed name

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Date