



EMORY

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OXFORD COLLEGE

Oxford College of Emory University invites applications for an hourly Graduate Assistant to support the development and delivery of programming for the Oxford College Woodruff Scholars Program (OCWSP). This role is ideal for those with a genuine interest in scholarship programming and student development in higher education. This role interfaces with our highest-achieving students, our extraordinary faculty, and our collegial Academic Affairs team. Organized, innovative, and student-focused candidates are warmly encouraged to apply. The fellowship requires a time commitment of 10-12 hours/week from August 2020–May 2021. Application review begins August 12, 2020 and will continue until the role is filled.

Duties

The Graduate Assistant will work closely with the Associate Dean for Academic Affairs at Oxford College on the planning, development and facilitation of the OCWSP in the following ways:

- Plan and execute online OCWSP programmatic calendar for the academic year;
- Design promotional materials and coordinate logistics for events and programming;
- Provide updated content for the OCWSP webpages and Canvas course;
- Manage email correspondences with program participants as well as related program logistics;
- Liaise with Emory Scholars Program regarding workshops, webinars, community dinners, etc.;
- Plan and execute the off-site fall OCWSP retreat;
- Assist with Woodruff Dean's Achievement Scholarship application processes for Oxford College;
- Document the program development and evaluation data;
- Perform other related tasks as assigned.

Required qualifications

- Excellent organizational, communication, and interpersonal skills

Preferred qualifications

- Genuine interest in scholarship programming and student development in higher education
- Currently pursuing or interested in higher education or a related field of research
- Expected graduation date is on or after Spring 2022

What you need to apply

- A cover interest (minimum 300 words) clearly indicating your qualifications for the position and why the position will benefit your longer-term career goals.
- A current CV/resume
- Three to five slide deck of programming ideas for first- and second-year scholarship students

How to apply

Please send required documents in **one PDF file** to Dr. Valerie Molyneaux at vmolyne@emory.edu. Application review begins August 12, 2020 and will continue until the role is filled.

- The successful candidate will begin on approximately August 19, 2020.