



## **UD-Sinclair Academy Graduate Assistant Position**

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**Job No:** N/A

**Work Type:** Graduate Assistant

**Location:** Dayton, OH

**Department:** Registrar

**Applications Close:** Open Until Filled

#### **UD-Sinclair Academy**

University of Dayton and Sinclair College have partnered to offer an alternative path to a four-year degree with access, affordability, student success, and experience in mind. UD-Sinclair Academy students are considered dual citizens of both institutions and can take advantage of academic, student development, and financial benefits. Most UD-Sinclair Academy students, except for engineering, must complete their associate's degree before transitioning to UD. Once they transition, they will have the best chance to complete their UD degree in four semesters (or two years). The Academy has seen a tremendous growth since its inception in 2016.

#### **Position Summary:**

The University of Dayton is seeking a collaborative and motivated graduate assistant to advocate, lead, manage, facilitate, develop, and enhance the onboarding and transition processes related to the UD-Sinclair Academy students. This graduate assistantship is an integral part of the University's mission to improve access, affordability, diversity, inclusion, and success. This professional will support and strengthen the relationship with and improve the quality of student experience for newly admitted and transitioning UD-Sinclair Academy students. The work of this position will involve working closely with admissions and financial aid, Flyer Student Services/Registrar, other areas within Enrollment Management, student development, and academic units at UD, as well as building a collaborative relationship with Sinclair College academic advisors and support services. As a Catholic, Marianist University, the University of Dayton is looking for a candidate that models inclusive behavior that reflects the values of our diverse community committed to educating the whole person and linking learning and scholarship with leadership and service.

The successful candidate will ensure that each newly admitted UD-Sinclair Academy student understands the steps necessary to prepare them for success, as well as that each UD-Sinclair Academy student who is ready to transition to UD is prepared to continue their education at UD.

For most of the time in this position, the GA will work during normal business hours (8:30 am to 4:30 pm Monday-Friday), and will work approximately 20 hours a week, with working hours flexible depending on the GA's course schedule

#### **Responsibilities:**

- Development and Execution of an Onboarding Process for Newly Admitted UDSA Students (i.e., period between UDSA enrollment deposit and the first academic advising appointment with a UD advisor)



- Development and Improvement of a UDSA Student Guide to Help with UDSA Student Preparation for Success (collaboration with UD and Sinclair partners)
- Development and Execution of an Onboarding Process for Ready-to-Transition (to UD) UDSA Students (i.e., period between informing UD advisor about their transition to UD and the first day of classes)
- Development of a Process to Track UDSA Students' Academic Advising Appointments and Communication for Check-ins with UDSA Students
- Collaboration with Admissions and Financial Aid on Outreach Effort at Sinclair and UD On-Campus Events
- Assistance in Advising UDSA Student Organization at Sinclair
- Technical Support and Training for UDSA Students (e.g., Porches, 1850)
- Advocacy for the Removal of Barriers for the UDSA Program
- Other Duties as Assigned

**Minimum Qualifications:**

- Bachelor's Degree
- Interest in transfer students and community college partnerships
- Strong customer service motto
- Detailed oriented
- Self-motivated
- Strong organizational skills

**Preferred Qualifications:**

- Currently pursuing a master's degree in college student personnel or higher education administration
- Experience in transfer or community college students

**Remuneration:**

- Competitive stipend
- Tuition Remission
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistant

**Closing Statement:**

Informed by its Catholic and Marianist mission, the University is committed to the principles of diversity, equity, and inclusion. Informed by this commitment, we seek to increase diversity, achieve equitable outcomes, and model inclusion across our campus community. As an Affirmative Action and Equal Opportunity Employer, we will not discriminate against minorities, women, protected veterans, individuals with disabilities, or on the basis of race, color, national origin, religion, sex, sexual orientation or gender identity.

**For more information and to apply or this position, contact:**

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