VILLANOVA UNIVERSITY

Position Description

PART I: JOB INFORMATION

Position Title: Graduate Assistant II, University Honors Program
Reports To: Director of Program Operations, University Honors Program
Department: University Honors Program

The University Honors Program is an intellectual home for Villanova's academically gifted students. The program empowers its students to be seekers of truth, learning to relate critically and empathetically to their own traditions while exploring contemporary questions. Honors students are given space to test ideas in an environment that supports their own definition of success – both personal and professional.

PART II - POSITION SUMMARY:

This position reports to the Director of Program Operations, University Honors Program. The Graduate Assistantship is a two year position, providing support to the program's curricular, co-curricular, and communication processes. The Graduate Assistant additionally supports Honors Senior Thesis, Honors events, and social media engagement.

PART III: ESSENTIAL JOB FUNCTIONS (Basic/Critical Responsibilities/Duties)

Curriculum Support
- In support of Honors Senior Thesis
  - Checking of Type 2 Account, honorsthesis@villanova.edu
    - Checking student work has been submitted, weekly e-mail correspondence, keeping record of deliverables, and 1:1 pairings when applicable
    - Liaison for student questions within Type 2 account
    - Weekly meeting with Honors thesis professor in regard to student deliverables
  - Communication & Social Media
    - Advertising and promoting thesis research and events (Programs, Posters, Social Media) including *Honors Senior Thesis Research Conference* & *Defense Day* programming
    - Partnering with Honors thesis professor to curate monthly tutor & reader e-mail sends
    - Designing thank you gifts and swag for thesis faculty and students
  - Honors Alumni Mentor Program
    - Partnering with Honors thesis professor to curate monthly Constant Contact e-mail sends, facilitate matching process, and organize gift distribution
- In support of Graduate Assistant I, Honors Advising Processes:
  - Running of student CAPP reports and/or degree audits for Fall/Spring advising
  - Processing of student forms that includes, contract courses, study abroad, independent studies and credential forms

- o Updating and maintaining accurate records of all Honors Student data and involvement within the program

Co-Curricular Support
- In support of Honors Program Coordinator:
  - o Assists, monitors, and attends Honors Events such as Freshmen Induction, Honors Harry Potter Day, Honors Thesis Day, Graduation Brunch, and additional events as assigned in partnership with Program Coordinator
- In support of Graduate Assistant I
  - o Collaborates and assists with Field Trips, Projects, and Events
- In support of Honors Special Project(s)
  - o Lending Library
    - Communication with Honors CNT faculty member
    - Sending e-mails with GTB each semester for donations
    - Updating the excel form for inventory
  - o Strategic Plan support as needed

Communication & Engagement
- In support of Honors Communication Agenda:
  - o Creates, writes, and sends various e-mail content through Constant Contact on behalf of Honors
  - o Assists with engagement across all Honors Social Media Platforms including curation of postings and content
  - o Curates presentation slide decks and supports Qualtrics form generation as needed
  - o In support of Young Alumni Fellow, assists in the curation of content in support of Honors programming such as *Honors Vocare Scholars Program, Honors Shaping Initiative, and Honors Minimester*

Administrative Responsibilities/ Program Support
- Attendance at weekly staff meetings and staff retreat(s)
- Attendance at regular meetings with Director of Program Operations
- Planning of day-to-day activities in Honors
- Ad hoc support of all Honors Staff
- Maintain weekly log of tasks performed
- May include some evening and weekend requirements

PART IV: NONESSENTIAL JOB FUNCTIONS (Less Critical Duties etc.)

- Perform other duties and assist with projects as assigned