**Student Life & Development**

**Availability:**  Fall 2011 – Spring 2012  
**Status:**  Applications accepted March 2011 until filled.

- **Contact Info:**  
  - Name: Karen Johnson  
  - Address: Kryzsko Commons 234B  
  - Phone: (507) 457-5300  
  - Email: kjohnson@winona.edu

- **Required Application Documents:**  
  - Cover Letter (stating experiences related to job expectations and personal benefit), resume, and 3 professional references (contact information - phone and email information)

**Graduate Assistant Position Description**

The graduate assistant will be working with staff and students involved with the MNSCU Access, Opportunity, & Success Initiative Grant for 2011/2012. This grant is intended to increase retention and graduation rates of underrepresented students attending MNSCU institutions of higher education. In addition to providing services to underrepresented students, the grant requires data collection and reporting.

**Specific Duties:**

- data collection and analysis using Excel and completion of a year-end report  
- program coordination – arrange meetings with APRS facilitators and ensure that data is being collected in the appropriate format  
- serving as an APRS (Academic Progress Reporting System) liaison with other WSU offices including Inclusion & Diversity, Information Technology, Student Support Services, International Services, and Athletics  
- assist with student advising  
- assist with recruitment of program participants  
- develop marketing publications using Photoshop, Word, Publisher, InDesign, and others as needed  
- maintain confidential University student records  
- Other duties as assigned

**Specific Skills Required:**

- excellent written and verbal communication skills  
- excellent time management and organizational skills  
- ability to manage an Excel database, analyze data, and produce a final report

**Reporting:**

- The graduate assistant will report to the Dean of Students in Student Life & Development