

About TRIO Programs at Rider University:

The TRIO Programs are educational opportunity and outreach programs designed to motivate and support students through the academic pipeline from middle school to graduate school. Funded by the U.S. Department of Education, TRIO ensures student access and retention by addressing the social, economic and cultural barriers to education. The programs provide direct support services for students who are primarily first-generation and under-resourced, leading them to enroll in college, achieve a bachelor's degree, and complete post-baccalaureate studies. Rider sponsors TRIO's two collegiate programs: Student Support Services Program (since 1993) and Ronald E. McNair Post Baccalaureate Achievement Program (since 2007); acquired through national grant competitions.

❖ TRIO-Student Support Services Program (SSS Program)

The primary goal of the SSS Program is to increase the college retention and graduation rates of its participants by facilitating their transition and integration into Rider's academic and social environment as well as empowering them with skills that support their educational, personal, and career goals. SSS conducts routine needs-assessments and provides resources to help students reach their full potential through academic support and instruction, coaching and personal counseling, course advising, financial literacy and FASFA guidance, and career and graduate school planning. Other services include activities designed to foster leadership, cultural, and social development among its members.

❖ TRIO-Ronald E. McNair Post-Baccalaureate Achievement Program (McNair Scholars Program)

The McNair Scholars Program advances post-baccalaureate achievement by Rider students who are first-generation and under-resourced, and those underrepresented in graduate education. Scholars are prepared for graduate enrollment through research and internships designed to equip them for advanced studies; graduate prep seminars for the overall application process, securing admission and funding; and travel opportunities to present research, visit graduate programs and gain exposure to the graduate culture. Persistence and readiness for graduate training are also fostered via personal and academic counseling, career coaching, financial and informational literacy, and cultural engagement.

Summary of Position:

The Graduate Assistant (GA) position is responsible for supporting program endeavors designed to meet the goals of the TRIO Programs: student retention, academic progress, graduation, and graduate school enrollment. Under the supervision of senior staff, the GA will serve as a paraprofessional team member and will engage in projects such as, but not limited to, student activity planning, advising and mentoring, group co-facilitation, participant recruitment, alumni tracking and engagement, advocacy through social media, and data collection. While the GA position warrants full immersion into the role, scholarly achievement in their respective graduate program is a requisite and vital to their training and development.

Specific Responsibilities:

- Serve as a point of contact for resources and relationships with other student service offices
- Co-facilitate freshmen seminar (fall) and upper-classmen topic-specific roundtables (spring)
- Collaborate with Freshman Seminar Instructor to facilitate training and supervision of peer mentors
- Provide academic coaching and personal mentoring; offering guidance to problem-solve and/or encourage/motivate
- Assist with coordinating and executing educational, leadership and cultural engagement activities and workshops
- Support the planning of activities for the "I'm First Gen" campus celebration
- Update/maintain program social media presence as well as in print outlets

- Develop content for the TRIO bi-monthly electronic newsletter
- Assist in the planning, organization and facilitation of the SSS and McNair Summer Programs
- Maintain student database of graduate school application progress
- Create and maintain an electronic list of fellowships and scholarships for undergraduate and graduate funding
- Chaperone students (when needed) on travels to conferences, graduate visits, and cultural activities
- Assist in the practice of assessment of student and activity/program
- Supervision of program office operation and student employee in the absence of administrative staff
- Engage in other duties that support participant needs and the objectives of the program, to include working with students weekly who are on financial and academic probation and maintaining detailed record of student contacts

Position Description: TRIO Dept. GA

Candidate Requirements & Skills-Set:

- Matriculated student in a graduate program at Rider University
- Student-centeredness and a committed stance towards fostering overall student success
- Experience or familiarity with the needs of first generation, under-resourced and/or underrepresented college students
- Awareness of academic, social and mental health support services on campus
- Good computer/technical skills; experience in social media and creating newsletters, flyers and promotional materials
- Detailed-oriented, creative thinker, flexible, and able to undertake projects independently (initiative/self-starter)
- Availability for some evenings during the week and willingness to travel via land and air transportation
- Compliance with Family Educational Rights and Privacy Act (FERPA) and an unequivocal practice of confidentiality
- Sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds
- Commitment to the mission, vision, and community values of Rider University

Compensation:

- Monetary pay is in line with Rider's Student Employment: \$14.22 per hour/20 hours a week for 28 weeks
- Tuition remission of two graduate level courses (6 credits) per semester (fall and spring)
- Gained experience working in the Student Affairs Division of an institution
- Acquired first-hand experience in coaching and advising diverse students through individual and group activities
- Honed skills-set in program planning and management
- Enhanced interpersonal and professional competence
- Training and supervision by qualified and highly experienced higher education and counseling professionals

Application Process:

Students matriculated in a graduate program at Rider University, should apply via Handshake. Interested applicants who are not currently enrolled at Rider, should submit a resume and cover letter to the TRIO Program Director. Applications will be reviewed on a rolling basis.

TRIO Department:

The SSS and McNair Scholars Program are within the Division of Student Affairs and are housed on-campus in the Vona Academic Center, TRIO Main Office 17.

Administrative Staff:

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