



## **CSTEP Graduate Assistant (Part-time)**

### **About St. Francis College:**

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is one of the most diverse in New York City and the nation: 28% of students identify as Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

**Job Summary:** St. Francis College seeks a Graduate Assistant (GA) for our Collegiate Science and Technology Entry Program (CSTEP), a New York State funded program. CSTEP provides a broad range of services to help approximately 167 students from underserved, low-income, and first generation backgrounds to reach their goals of pursuing careers in STEM and licensed professions.

**Department:** Academic Affairs (Opportunity Programs)

**Reports to:** Director of the Collegiate Science and Technology Entry Program

### **Special Circumstances:**

- This position will at all times be contingent upon third party grant funding. Any lack of such funding may lead to a reduction in work hours or the elimination of this position.
- Ability to work approximately 15-18 hours per week and commit to the full 2021-2022 College academic year.
- Flexibility in part-time work hours is required to accommodate changes to class schedules, enrollment and other factors throughout the College's academic year. This position will generally not be scheduled to work during the summer months.
- Individual will be expected to work in a hybrid format (a mix of in-person and remote).

### **Duties and Responsibilities:**

- Supports administrative needs such as managing email accounts, scheduling of meetings, creating flyers, organization of files, etc.
- Assists with the recruitment of CSTEP students and helps maintain student records/database.
- Assists with the planning and execution of workshops and events.

- Manages the CSTEP resource site with relevant research, internship, conference opportunities for CSTEP students.
- Creates and manages social media accounts.
- Performs all other duties as assigned.

**Required Qualifications:**

- Bachelor's Degree.
- Currently enrolled in a Master's of Higher Education, Postsecondary Education, Educational Counseling or similar graduate program
- Knowledge of and/or experience with Collegiate Science and Technology Entry Program (CSTEP) or Higher Education Opportunity Program (HEOP) or Educational Opportunity Fund (EOF) or similar opportunities programs
- Strong attention to detail and organizational skills
- Proficient with the Microsoft Office Suite
- Ability to relate to many different constituent groups on campus is required.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of an inclusive multi-cultural college community and the Franciscan traditions of St. Francis College.

**St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.**

Interested applicants can apply by clicking [here](#).