Department Name: Gallatin College

Description of Graduate Teaching Assistantship

A. **Position duration** – This position is for 19 hours/week for 10 months (AY) or 12 months.

B. **Position description** –

   a. Create and maintain a clear and effective communication flow with prospective students at all levels – inquiry, applicant and admitted.
   b. Develop mechanism to move prospective students through admission steps.
   c. Use current resources and technology at Gallatin College MSU to create a comprehensive marketing strategy in print, email, media and social media for all of Gallatin College. Serve as point person for GC and University Communications for marketing.
   d. Develop input system within banner and with admissions to enter all prospective student information. Be able to pull the data from banner to reach out to students for communication flow.
   e. Organize and coordinate high school visits and group visits with admissions.
   f. High school visits and college fair tour (fall).
   g. Serve as connection between admission and orientation.
   h. Assist with advising and registration during orientation.
   i. Serve as liaison with Dual Enrollment on combined enrollment and recruitment efforts.
   j. Work closely with advisors on enrollment.

C. **Field-based skill description** –

   a. Identify possible research topics related to the Comprehensive Community College mission, student, or programming goals.
   b. Work with GC Faculty and Staff as well as MSU OPA to collect data to support research on identified topics.
   c. Conduct data analysis and create data summaries to communicate findings.
   d. Introduce higher education systems to students and assist them in navigating these for the first time.
D. Transferable/portable skill description –
   a. Strong communication and customer service skills.
   b. Knowledge of Higher Educational systems and resources.
   c. Ability to maintain composure and model professionalism.
   d. Detail-oriented.
   e. Working knowledge of Microsoft Office.

E. Preferred skills/qualifications –
   a. Understanding of the Comprehensive Community College mission and students.
   b. Experience working with a diverse population.
   c. Knowledge of MSU systems and resources.
   d. Working knowledge of Banner.

Benefits of the GTA
- Stipend: $1,100 per month over a 10-month period, August 10 to May 10. There may be optional summer employment opportunities with Gallatin College.
- The appointment is for no more than 19 hours/week.
- The GTA also receives additional supplement provided by Gallatin College, at the amount agreed to by the Collective Bargaining Agreement.
- In-state tuition remission up to 6 credits are available/term for successful candidates but is not guaranteed.

To apply for a position, please submit the following to Nicole Berg at nicoled.berg@montana.edu:
1. Current resumé or CV
2. Contact information for two professional references
3. Letter of interest for this position

In addition, you will be expected to meet all of the Graduate School Qualifications:
- Full-time, degree-seeking graduate student accepted into the Adult & Higher Education program at MSU
- Maintaining term enrollment of 6 credits
- Cumulative and program of study GPA of 3.0 or better
- Making progress toward the achievement of their degree

This position is open until filled.
Graduate Teaching Assistant Position Application with Adult and Higher Education

Knowing that the practical application of classroom knowledge enriches students’ ability to bridge theory and practice and that departments benefit from staff perspectives informed by research-based practices, the Adult & Higher Education program faculty are excited to partner with interested departments to provide talented graduate students with a meaningful ‘theory to practice to theory’ assistantship experience.

The Graduate Teaching Assistants (GTAs) will be part of the Adult & Higher Education (AHE) program, which focuses on:

- College students and their development
- Higher education leadership, administration, and organization
- Institutional and program evaluation, assessment, and accreditation.

As the GTAs matriculate through the A&HE program, they will use their scholarship and experience within units across Montana State University. To achieve the greatest benefits, we will develop a cognitive apprenticeship model to train and mentor the GTAs. In this model, each GTA will be paired with a mentor/leader who will guide the academic and professional growth of the GTA.

Below are a series of questions that we ask you to complete to register your interest in advertising a GTA position to Adult & Higher Education students.

**Department Name:** Gallatin College

**GA Supervisor Name:** Nicole Berg

Describe the roles and responsibilities of the students participating in this Graduate Assistantship program:

- Create and maintain a clear and effective communication flow with prospective students at all levels – inquiry, applicant and admitted.
- Develop mechanism to move prospective students through admission steps.
- Use current resources and technology at Gallatin College MSU to create a comprehensive marketing strategy in print, email, media and social media for all of Gallatin College. Serve as point person for GC and University Communications for marketing.
- Develop input system within banner and with admissions to enter all prospective student information. Be able to pull the data from banner to reach out to students for communication flow.
- Create admissions packet to mirror website – hello letter, application, Financial Aid FAQ’s, Program Card or 1 page glossy
• Work with University Communications on marketing materials such as view book, postcard, quick facts (update), poster, program cards
• Organize and coordinate high school visits and group visits with admissions
• Meet with prospective students; answer phone and email inquiries
• High school visits and college fair tour (fall)
• Serve as connection between admission and orientation
• Assist with advising and registration during orientation
• Liaison with Dual Enrollment on combined enrollment and recruitment efforts
• Work closely with advisors on enrollment

Please identify the campus group the GTA will work with primarily.
XX Undergraduate students
__________Graduate students
__________Faculty
__________Other

The Adult & Higher Education program focuses on:
• College students and their development
• Higher education leadership, administration, and organization
• Institutional and program evaluation, assessment, and accreditation

How does the role and responsibilities of the Graduate Assistantship align with one (or more) of the program’s foci listed above?

College students and their development
• Develop mechanism to move prospective students through admission steps.
• Meet with prospective students; answer phone and email inquiries
• High school visits and college fair tour (fall)

Higher education leadership, administration, and organization
• Create and maintain a clear and effective communication flow with prospective students at all levels – inquiry, applicant and admitted.
• Develop mechanism to move prospective students through admission steps.
• Use current resources and technology at Gallatin College MSU to create a comprehensive marketing strategy in print, email, media and social media for all of Gallatin College. Serve as point person for GC and University Communications for marketing.
• Develop input system within banner and with admissions to enter all prospective student information. Be able to pull the data from banner to reach out to students for communication flow.
• Organize and coordinate high school visits and group visits with admissions
Institutional and program evaluation, assessment, and accreditation

• Identify possible research topics related to the Comprehensive Community College mission, student, or programming goals.
• Work with GC Faculty and Staff as well as MSU OPA to collect data to support research on identified topics.
• Conduct data analysis and create data summaries to communicate findings.
• Introduce higher education systems to students and assist them in navigating these for the first time.

In an effort to provide the best match between student and position, please describe the degree of supervision your unit will provide the Graduate Teaching Assistant (from very little supervision/mostly autonomous work to highly structured and supervised work).

• The GC will report to Nicole Berg who will work out of an adjacent office space. She will be able to work closely with the GC to ensure they maintain a consistent workload and take on more involved projects as needed or lighten the workload during peak customer service periods.

Describe your unit’s approach and availability to mentor the Graduate Assistant.

• The GC will be able to work closely with a number of different positions at the college to gain valuable insight to various operations in Higher Education, including, but not limited do Academic Advisors, FT & NTT Faculty, Program Directors, the Dual Enrollment Coordinator and the Associate Dean.

Describe the process by which you will provide the Graduate Teaching Assistant with formative feedback on their performance.

• The GC will be part of our annual review process with their supervisor, Nicole Berg to reflect on annual goals and accomplishments.

Compensation

• Stipend: $1200/month
• Additional payment: Mandatory payment of an additional $130 per month, during the AY year only. This amount is paid in full regardless of hours of work.
• Professional development