



NASPA Graduate Associate Program (GAP) Position Description

General Summary of Position:

- The NASPA Graduate Associate provides leadership and outreach to a campus regarding all things NASPA. Primarily, the associate increases awareness and involvement within NASPA by providing updated information to their fellow graduate students and other parties interested in learning more about NASPA. Associates have the opportunity to serve on an unofficial graduate student council, providing another perspective for NASPA student membership. Finally, Associates have the opportunity to apply to be a NASPA Annual Conference Intern.

Duration:

- August 22, 2016 – June 30, 2017
- Approximately four hours of work per month.

Responsibilities:

- Serve as a primary contact for students seeking info on how to get involved with NASPA.
- Provide NASPA with feedback on what programs and services students need from NASPA through monthly conference calls with GAs from other campuses and the NASPA office.
- Actively outreach to students and professionals who are not members of NASPA.
- Promote NASPA upcoming events and publicize NASPA announcements to the campus community, including programming for Careers in Student Affairs Month and #SASocial.
- Coordinate 4 events throughout the academic year, including 2 required events listed on the GAP Outreach Events page (attached).
- Share NASPA initiatives on campus, including using appropriate social media accounts.
- Provide updates to other GAs and the NASPA office on your current campus outreach efforts.
- Hold an active NASPA membership during duration of term.

Minimum Qualifications:

- Must be an incoming or current graduate student pursuing a masters degree in student affairs, higher education, counseling, or a related field.

Preferred Qualifications:

- Knowledge regarding NASPA events and programs and previous involvement with NASPA.

Compensation: *(Please note, these are subject to change.)*

- NASPA Graduate Associate Certificate and recognition on the NASPA website.
- Free copy of [Beginning Your Journey: A Guide for New Professionals in Student Affairs](#).
- Opportunity to apply to be a NASPA Annual Conference Intern in San Antonio, TX.

For more information, please feel free to contact Yolanda Barnes, Coordinator of Student and New Professional Initiatives at (202)265-7500, x1198, ybarnes@naspa.org.



NASPA[®]

Student Affairs
Administrators in
Higher Education

GAP Outreach Events

*By the end of the academic year, at least **4** GAP Outreach Events are to occur with Graduate Associates choosing the most effective date, time and locations for their campus. GAs are responsible for **two required events** and **two additional events of their choosing**. NASPA wants each GA to have the freedom to tailor each event to fit the needs of the students from their campus. Please note, these events are subject to change.*

Required Events (choose two)

Host a Webinar Party

The webinar party is a great way to showcase what NASPA is currently working on and has worked on in the past. With new webinars happening all the time and a treasure trove of archived webinars on virtually every topic, your webinar party can be tailored to the needs of your campus. This is an event that can be repeated.

Brown Bag Lunch/Dinner with a Professional

Senior Student Affairs Officers (SSAO) are the top student affairs officer on a campus and can be a wealth of knowledge for those of us just entering the field. This event is an opportunity for students to meet their SSAO, learn about their job, ask questions and make a valuable new connection. SSAOs tend to be very busy, so planning as far in advance as possible is advised. You can also plan bringing together SSAOs from many institutions/other professionals if you already have a connection with your SSAO.

Careers in Student Affairs Month (CSAM)

October is National Careers in Student Affairs month. Every year, campuses across the country host events for students interested in pursuing a career in student affairs. NASPA coordinates activities designed to help students explore the possibilities of a career in student affairs. This event allows you to collaborate with student affairs divisions and faculty members on your campus to create an educational event.

Student Affairs Social (#SASocial)

Student Affairs Socials (#SASocial) are free gatherings of student affairs professionals with the sole purpose of forging connections with new and old student affairs colleagues. Based upon the concept of a [MeetUp](#), these get-togethers will occur ideally during the month of February to bring together individuals before our annual conference. All levels of professionals are invited to attend and no NASPA membership needed. Please note, each #SASocial will have its own distinct feel, and most #SASocial will be no-host, though some locations will have some refreshments provided.

Optional Event Suggestions

Write a NASPA Blog Post

The NASPA Graduate Associates have the unique opportunity to make their voices heard. Whether a personal reflection on a topic near and dear to your heart, to a more academic response to a current higher education issue, this writing opportunity is your chance to share your perspective. GAPs have the opportunity to write a joint post, or author one individually. More information will be shared during orientation.

Resume Workshop

Resumes can be both a thorn in your side and a ticket to advancing your career. Regardless of which way you view it, a quality, effective resume is necessary. With the transition from undergraduate to graduate and then to professional, there are many questions that arise on what makes the strongest, most marketable resume. What buzzwords/student affairs lingo should you use? What should you talk about from undergrad? How long should it be? What's the difference between a resume and a CV? This is a great professional development opportunity for students, and with career centers on campus willing to do resume workshops, the work load should be limited.

Professional Development

As the field of student affairs is ever-evolving, professional development is crucial for both students and practitioners alike. You will be able to identify a professional development event that meets the needs of your campus and implement it. You have the flexibility to choose any topic that you see fit and have access to the NASPA archives for ideas, tools.

Publication & Membership Directory Training

NASPA Publications include peer-reviewed journals, magazines and newsletter covering a wide array of topics in the field of student affairs. For graduate students working on class papers and projects, these resources can be a life saver. Hosting a publication training will allow you to educate others on the specific focus of each resource, its frequency, and how to access it.

The Membership Directory allows every member to search the more than 13,000 NASPA members based on school, name and other metrics. This resource can be used to network, access information, and find others interested in similar issues. For a graduate student hunting for an internship, this feature of membership could be a great asset.

Networking

Networking is a large part of student affairs, as effective collaborations can drastically improve the work you do and the ease in which you do it. During this event, you will be able to organize members of your program and professionals on your campus and in your community. This is a great opportunity to target NASPA members on your campus who are currently in the field. Whether you prefer roundtable talks or a mixer at a local restaurant, this event can take many different shapes.

Membership Drive

You know the benefits of being a NASPA member and the resources/services you're provided, now let's spread the word to other graduate students and student affairs professionals on your campus! During the membership drive, you will set your own goal for new members based on how many students in your program are currently members (by accessing the membership database).