



# BRIDGE SCHOLARS PROGRAM

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GEORGIA COLLEGE & STATE UNIVERSITY

## **Graduate Assistant Position Description**

Compensation: Tuition waiver and \$2500 stipend per fall and spring semesters

Anticipated Hours: 18 per week

Appointment: Academic year

### **Background of the Position:**

The Bridge Scholars Program is a residential learning community administratively housed in the Center for Student Success & Career Development. BSP provides incoming first-year students a chance to get a head start on college by participating in a special program designed to assist students in transitioning from high school to college and building a strong academic and life skills foundation.

Enrollment in the Bridge Scholars Program is capped at approximately 135 students. Students who are denied traditional admission due to a low high school GPA or entrance exam score, but who demonstrate potential for success in higher education are nominated for the BSP by the Office of Admissions and invited to interview for the program. Typically, 300 students will interview and compete for spaces in the program.

Accepted students participate in an intensive residential 5-week academic program over the summer. They enroll in two core academic courses and one student success course. Student participation is required outside of the classroom in activities and support services like specialized tutoring, peer mentoring, social programs, team building and community service.

Fall admission is contingent upon successfully passing all three summer courses. Students who return for the fall semester then continue in the BSP Residential Learning Community. Social, educational, and service programs continue throughout the academic year which culminates with a celebratory banquet. BSP began in summer 2006 and these students have since gone on to be campus leaders, role models, and high academic achievers.

### **Duties of the Position:**

The Bridge Scholars Program graduate assistantship involves working with a variety of departments from across campus. The GA will have exposure to working with parents, faculty, staff, and administrators in departments like admissions, financial aid, business office, registrar, advising, tutoring, housing, orientation, and others.

Duties vary seasonally with needs of the department and may include:

- Provision of student support services
- Supervising student workers
- Assisting with admission interview days and processes
- Writing reports
- Assisting with implementing and facilitating student staff training
- Planning and facilitating social and educational programming
- Providing public relations on behalf of the program
- Providing office hours and event coverage
- Conducting assessment
- Other duties may be assigned by the Bridge Scholars Program Coordinator as-needed

**Anticipated Hours of work:**

13 hours per week to be spend in the BSP office between the hours of 8am-5pm, specific times are highly flexible. Additional 2-5 hours per week spent at evening programs in the Village 6 building, occasional Monday-Thursday nights from 7-9pm.

**Desired Qualifications:**

Students from all master's degree programs are invited to apply. The ideal candidate will have a solid grounding in administration, education, communication, or leadership; and will be creative, flexible, mature, and able to work as a leader as well as part of a team. Excellent written and verbal communication skills, trustworthiness, and professional conduct are essential to this position; and the ability to see the humor in the challenges provided by this dynamic community is always a bonus!