

Position Title: Graduate Apprentice for First-Generation Student Support Services

Department: First-Generation Student Support Services (FGSSS), Center for Access and Success

Supervisor: Oscar Miranda (Assistant Director, Access and Student Support)

Office Location: Mooney 302

Center for Access and Success

The purpose of [The Center for Access and Success](#) is to help students from all backgrounds to have access to and succeed in higher education. The Center serves individuals in our Elon University community and our surrounding communities from pre-K to adults through four current initiatives: It Takes a Village Project, Elon Academy, Odyssey Program, and First-Generation Student Support Services.

Position Description

Housed in the Center for Access and Success, the Graduate Apprentice for First-Generation Student Support Services is a professional position that involves the development, implementation, and assessment of first-generation college student programming initiatives at Elon University. At Elon, first-generation college students are defined as students whose parent(s)/legal guardian(s) did not obtain a bachelor's degree. In an effort to advance first-generation student success, the Graduate Apprentice will be responsible for advising a diverse first-generation student community in their academic, professional, and personal needs. They will oversee the peer mentorship program and supervise student leaders within the program. The Graduate Apprentice will create meaningful opportunities that promote student success and share best practices through engaging programs to Elon's first-generation community and allies. Working with the Assistant Director, Access and Student Support, they will strive to support, empower and celebrate the first-generation college student identity across campus and beyond. There will also be opportunities to gain professional development by way of providing membership to one professional association (NASPA, ACPA, etc.) and a minimum of \$750 funding for professional development in the first year.

Primary Duties

- Advise undergraduate first-generation college students on their academic, personal, and professional goals
- Develop and present training sessions for faculty, staff, and student leaders (RAs, orientation leaders, etc.) with Assistant Director, Access and Student Support on best practices to support and uplift the first-generation student identity
- Facilitate first-generation student learning workshops to promote student success and social events to connect first-generation college students
- Co-manage and co-supervise student leaders
- Coordinate the recruitment and hiring process for the first-generation student mentors that includes marketing, publicity, application, interview, and selection process
- Collaborate with other Affinity Offices and other community organizations/partners to promote the first-generation student identity and the intersectionality that exists between them
- Assist in the planning and implementation of signature events (National First-Generation day/week, end-of-year senior celebration, welcome back reception)
- Develop programming and outreach to engage first-generation alumni and families

- Serve as a member of the First-Generation Initiatives Steering Committee
- Develop and use assessment and data analysis to gauge first-generation student programs' effectiveness and experiences to improve future programming
- Lead the creation and development of new first-generation student initiatives
- Hold weekly office hours for first-generation college students
- Meet weekly with Assistant Director, Access and Student Support to receive guidance on work and reflect on learning, in addition to being present at monthly Center for Access and Success professional staff meetings
- In conjunction with Assistant Director, Access and Student Support, develop an annual professional development plan to connect apprenticeship with coursework and career goals
- Work with Assistant Director, Access and Student Support to complete end-of-semester evaluations focusing on future areas for growth and learning, in addition to completing final written reflection at the end of two years
- Perform other duties as assigned