Position Description

Working Title: Graduate Assistant
Home Department: Central Administrative Office > Dean of Students

Last Updated: January 2022

Position Summary:
The Graduate Assistant is part of the Central Administrative team in the Dean of Students division at Vanderbilt University. The Graduate Assistant will assist the Data Analyst for Student Engagement and Leadership with reviewing and approving events held on and off-campus. They will create curriculums (paths) in Anchor Link. They will assist with providing data exported from Anchor Link to all key stakeholders.

Time Commitment:
The position will begin in August 2022 and last for 9 months. Continuation of the assistantship will depend upon satisfactory performance of your assigned duties and progress toward your degree. You will be expected to work 20 hours per week excluding university breaks. This may include some evening and weekend hours.

About the Work Unit:
The Dean of Students Central Administrative team supports the Dean of Students division, including Student Engagement and Leadership, Community Standards and Student Support, and the Office of Housing and Residential Experience, by providing project management, communication strategies, staff engagement initiatives, and administrative assistance.

About the Office of the Dean of Students
The Office of the Dean of Students serves a central role in student learning and development at Vanderbilt, advancing the University’s mission of teaching, research, and service by fostering academic and social networks through which students develop as intentional learners and global citizens. The Office of the Dean of Students creates opportunities to involve students, faculty and staff in diverse learning communities and provides a critical support structure for enriching the overall student experience. We achieve these ends through strategic alignment, both internally and in concert with other university departments. We care deeply. We educate completely. We lead with excellence. Diversity, equity, inclusion, and mental health are top priorities for the institution and by extension the offices of the Dean of Students. Our staff are committed to continued growth in knowledge, awareness, skills, and experience engaging with these priorities in a higher education environment.

Key Functions and Expected Performance:

Management of Platforms
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- Assist with management and the administration of Vanderbilt’s campus engagement platforms (Anchor Link) to ensure accurate data:
  - Manage all new Anchor Link initiatives and programs
  - Distribute the reporting of data from Anchor Link to relevant campus partners
  - Consulting with campus offices on how to best use Anchor Link and the functionality of the platform
  - Managing user profiles in Anchor Link for members of the Vanderbilt Community.
  - Creating and archiving department pages in Anchor Link for Departments and Offices
  - Managing path creation process

Report Creation
- Assist with creating succinct reports as needed to inform key stakeholders on Dean of Students accomplishments and/or recommendations
  - Event attendance data
  - Path Progress Reports
- Assist with maintaining and updating all macros to ensure accurate reporting
- Manage the Anchor Link Engagement dashboard

Training and Development
- Train and Consult with campus partners on path management
- Coach the Anchor Link advisory working group
- Demonstrate a willingness to support colleagues across the division in order to encourage the implementation or fulfillment of divisional goals and strategic priorities; other duties as assigned.

Supervisory Relationships:
This position reports administratively and functionally to Data Analyst for Student Engagement and Leadership in the Office of the Dean of Students.

Education and Certifications:
- Full-time enrollment in graduate degree program at Vanderbilt University is required.
- Enrollment in the M.Ed. Higher Administration Education program in the Department of Leadership, Policy, and Organizations at Peabody College is strongly preferred.

Experience and Skills:
- Ability to work independently is necessary.
- High level of attention to detail is necessary.
- Excellent written and verbal communication skills are strongly preferred.

Job responsibilities listed herein are intended to be a thorough representation of the duties, responsibilities, expectations, and qualifications for this specific role at the time of hire but should not be considered all-encompassing as actual responsibilities may evolve to include additional duties as assigned based on organizational and operational needs.
Compensation

GA: The compensation for this assistantship includes an annual stipend paid over the 9-month period (33% of Peabody tuition) and a 66% tuition scholarship, (33% paid by the Office of the Dean of Students/Office of the Provost and 33% paid by Peabody College) paid directly to your student account. The tuition benefit is for the total minimum number of hours needed to complete your academic program.

NOTE: It is required that you apply for financial aid and request that any available work-study funding be used towards these positions.