Graduate Assistantship Job Description

The Concurrent Enrollment Program (CE) has an opening for a Graduate Student to provide support and outreach to Middle School and High School Counselors, and individualized student outreach regarding concurrent enrollment opportunities. Boise State’s Concurrent Enrollment program offers college level courses for students in the high school. This position will help educate the middle school students about college opportunities so they will be ready to participate in concurrent enrollment classes when they reach high school. In high school, students may enroll in pre-approved classes for both high school and college credit. The CE program works closely with Boise State academic departments, high school teachers, and district administrators to maintain quality instruction and to increase course offerings.

Priority consideration will be given to applicants who participated in concurrent enrollment/dual credit classes while in high school or is in Master’s program related to education or counseling.

Graduate Assistantship Job Responsibilities

1. Provide outreach and support to Middle School Counselors and students
2. Support the Assistant Director with outreach to 15 to Start participants (15 to Start is a program option in collaboration with the Community Impact Program to support high school students in achieving their first 15 college credits prior to graduating high school).
3. Assist the Senior Coordinator with hosting campus tours for middle school students.
4. Provide individualized student support, outreach and academic advising as necessary
5. Develop support materials for middle school and high school counselors regarding Concurrent Enrollment.
6. Share program information and collaborate with the following college-ready preparatory programs: Gear up, AVID, and UpWard Bound-TRIO.

General Requirements
- Graduate student enrolled in at least 9 credit hours at Boise State University
- Interest or experience working with underserved/rural student populations
• Demonstrate effective verbal and written skills
• Maintain professional conduct and appearance
• Adhere to University policy and FERPA regulations
• Minimum of one-year commitment, would prefer a two-year commitment
• Work 20 hours per week.
• Availability hours are generally Monday through Friday, between the hours of 8:00 am-5:00 pm. There may be occasional evening and weekend hours for special events and programs.
• Driver's license.
• Travel will be required within and outside the Treasure Valley
• Ability to lift up to 30lbs.

Salary & Benefits
1. Tuition and student fees
2. Stipend
3. Health insurance

To Apply
Complete the Graduate Assistantship Application Form
Submit your cover letter and resume to karinasmith@boisestate.edu

For further information contact:
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Concurrent Enrollment
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