



## NASPA Graduate Associate Program (GAP) Position Description

### General Summary of Position:

- The NASPA Graduate Associate provides leadership and outreach to their institution regarding all things NASPA. Primarily, the associate increases awareness and involvement within NASPA by providing updated information about programs, events, and resources to their fellow graduate students and other individuals interested in learning more about NASPA. Associates serve as an unofficial graduate student council, providing another perspective for NASPA student membership. Associates will also have the opportunity to apply to be an intern for the 2019 NASPA Annual Conference in Los Angeles, CA.

### Duration of Role:

- September 1, 2018 – June 15, 2019
- Between monthly calls and programming, GAs may spend up to four hours working in this position per month.

### Responsibilities:

- Participate in monthly conference calls with the larger GAP cohort of graduate students.
- Associates will receive a monthly report of new NASPA members at the participant's school and/or region. Associates will be responsible for reaching out and connecting new members to other NASPA members at their institution or region. This can be done via email, call, or the Associate's preferred communication method.
- Serve as a primary contact for peers seeking information 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 NASPA staff.
- 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 in October.
- Coordinate three events throughout the academic year, including one required event during Careers in Student Affairs Month.
- Provide regular updates to other GAs and the NASPA office on your current campus outreach efforts during monthly calls and via the event reporting tool.

### Minimum Qualifications:

- Must be an incoming or current graduate student pursuing a masters degree in student affairs, higher education, counseling, or a related field.
- Must hold an active NASPA membership during duration of term.

### Compensation:

- 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 Los Angeles, CA

- For each new member that joins as a result of outreach efforts, GAP members will receive one entry into a quarterly drawing for exciting prizes that may include registration fee waivers, gift cards, or publications.

For more information, please feel free to contact Jordana Taylor, Associate Director of Recruiting, Engagement, and Volunteerism at [jtaylor@naspa.org](mailto:jtaylor@naspa.org).