

Job Description

Position Title: Graduate Assistant for Training and Development

Office: The Office of Pre-College Programs

Reports to: Director of Pre College-Programs

Date: 8/13/2025

Primary Purpose:

The Training & Development Graduate Assistant (GA) position for the Office of Pre-College programs reports to the Director and supports the mission of the Unit. The Training and Development Graduate Assistant will manage and assist in aspects of the planning and organization of student Team recruitment, selection, employment, recognition, training and ongoing staff development and in-services.

Essential Job Functions:

Team Oversight

- Responsible for the supervision and co-management of a team of up to 70 Pre-College Leaders in student employment status.
- Develop and coordinate the Pre-College Leader selection process; including, but not limited to marketing, planning of information sessions, update of team contracts, coordinating the interview process, along with the group process, contract review sessions and assisting each new team member through the University's student employment process.
- Co-develop and lead training modules on conflict resolution, crisis response, and de-escalation techniques tailored to the Pre-College population.
- Coordinate practice simulations and scenario-based learning for managing real-world student incidents and field trip emergencies.
- Provide on-going supervision and support to a group of Pre College-Leaders through weekly meetings and training.
- Implement initiatives to monitor and improve staff morale (e.g., weekly check-ins, staff feedback forms, small group bonding).

- Work with Director to identify stress points in the program calendar and design staff wellness strategies (rest rotations, reflection time, peer support).
- Collaborate with Housing Managers and Special Events GA to ensure training clearly defines and reinforces role expectations and boundaries for all staff positions.
- Work in partnership with the Special Programs GA to synchronize staff coverage across events, dorm duties, and field trips — ensuring no conflicts or gaps arise.
- Update duty logs and staff assignment sheets in real time as program changes occur.
- Maintain an updated training handbook and standard operating procedures (SOPs) for PCLs, Housing Managers, and support staff.
- Responsible for the updating of assessment content, distribution to students/guests and compilation of findings for reports.
- Responsible for the planning the Pre College training; including, but not limited to, training curriculum, logistics, guest speakers, preparation of materials, social outings and assessment.
- Plan, organize and lead the annual student staff retreat.
- Assist Director and Coordinator in planning annual graduate assistant training and semester staff in-services (second year).
- Responsible for all team communications in relation to; including, but not limited to, hours, meetings, and upcoming events.
- Coordinate the student office staff hourly schedule each semester and maintain requests for time off.
- Create optional professional development sessions for student staff on leadership, public speaking, time management, and career exploration (can be short workshops or lunch-and-learns).
- Encourage staff to reflect on how their summer experience contributes to their long-term goals.
- Coordinate a 360° feedback process to include student staff self-evaluations, peer reviews, and supervisor input to provide holistic developmental feedback.
- Ensure evaluations are used for coaching and recognition, not just compliance.

- Analyze training and evaluation data to identify trends in staff performance, burnout, or role clarity and provide actionable insights to leadership for program improvement.
- Responsible for Summer Scholar Programs Day-of prep; which will require planning of staff responsibilities leading up to the Summer Scholar Programs(s) so that all materials and signage are gathered so that supply bins are prepped accordingly and then dismantled afterwards in a manner that ensures ease of prep for the next program.
- Responsible for constructing student and administrative staff duty logs indicating by time/program where each staff member needs to be during the Summer Scholars program.
- Assist with the execution of all Summer Scholars Programs.
- Assist Director and Coordinator with program development and all logistics as needed.
- Develop and monitor budget expenditures of assigned program budgets.

Additional Job Functions:

- Work with other divisional and campus departments to foster strong relationships with regards to Office of Pre-College programming efforts, including but not limited to:
 - Collaborating with various offices to provide information to continuing students.
 - Participate in University events and activities on behalf of the Office of Pre College Programs.
 - Promote and support all programs and initiatives within Division of Continuing and International Education (DCIE).
- Stay current on research and be a resource regarding national trends in Pre College programs and the transitional needs of new students.
- Must embrace and exemplify the core values of the University of Miami
- Will attend various office and major Pre College committee meetings; including but not limited to Staff Meetings, Team Trainings, and Direct Supervisor One-On-Ones.
- Assist with inventory and the organization of storage spaces.
- Assist with office responsibilities including answering phones, filing, photocopying and other office duties.

- Ability to orally communicate effectively with others, and in writing.
- Continually communicate with the Coordinator about projects, events, responsibilities, and concerns. Ask for help when needed.
- Available at least 25 hours per week during established office hours. Must be flexible with work schedule – available to work during the day, evenings, and weekends. Per University policies, international students are allowed to work 20 hours.
- Maintain complete confidentiality.
- Other duties as assigned by the Coordinator, the Director of Pre-College Programs, the Assistant Dean of Credit Programs, Executive Director, Collegiate Studies & Online and Pre-College Programs or other staff in special project assignments.

Required Qualifications:

- UM student pursuing a graduate or terminal degree.
- Bachelor's degree in a relevant discipline from an accredited university must already be completed.
- Must have a valid driver's license.

Preferred Qualifications:

- Must be extremely organized and detail oriented.
- Someone who has demonstrated quality campus involvement at the previous institution.
- Experience developing and delivering training content for student leaders.
- Familiarity with behavior intervention or student conduct models.
- Strong facilitation and communication skills.
- Experience with learning management systems, survey tools (e.g., Qualtrics or Google Forms), or training apps.
- Someone who has had the opportunity to plan, promote and/or execute a campus event or program at the previous institution.
- Must have sound judgment to make good decisions and must represent the division with integrity.
- Must be creative, positive, helpful, student-oriented, friendly, and most importantly have a sense of humor.
- Must demonstrate a sense of job responsibility, initiative, energy, leadership, approachability, and maturity.



- Familiarity with Microsoft Word, Excel, Power Point, and Publisher; Email Program; Internet and basic computer knowledge.
- Ability to work independently and as a team.
- Must be able to lift twenty (20) pounds.

Compensation

- GA's will receive a \$25,000 dollar stipend split over 9 months.
- The term of the position will be 9 months, typically from September until July (typically, December off) and may be renewed annually.