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**Graduate Assistant Position Description (2025-2026)**

**Position Title and Location**

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| Graduate Assistant, Transition Programs |

**Supervisor Name and Title**

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| Keisha Johnson, Director, Transition Programs & Pre-First Year Program |

**Contact Information**

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| Phone: (215) 746-1111  Email: [keishajo@upenn.edu](mailto:keishajo@upenn.edu)  Mailing: 1 College Hall, Suite G01  Philadelphia, PA 19104  [Pre-First Year Program](https://pennfirstplus.upenn.edu/pre-freshman-program/) |

**Hours/Schedule**

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| 15-20 hours/week |

**Position Length**

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| August 2025 – May 2026 (start date negotiable) |

**Compensation**

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| $23 per hour/weekly paid |

**Job Description and Required Duties**

Overview:

Reporting to the Director of Transition Programs, this Graduate Assistantship provides support to the programmatic components of the Pre-First Year Program (PFP), transition programs, and other strategic priorities of Penn First Plus (P1P). PFP is an academically rigorous, four-week summer program that takes place prior to New Student Orientation (NSO). Program participants receive comprehensive support services that begin with PFP and continue throughout the students’ undergraduate experience at Penn through the Penn College Achievement Program (PennCAP) and P1P. Through PFP, students gain familiarity with campus resources, build connections within the Penn community, and develop a sense of belonging through regular social and cultural activities. The program also promotes meaningful engagement with faculty and staff. P1P serves as the hub of the university’s efforts to support students who are the first in their families to pursue a four-year degree or come from modest financial circumstances. The P1P Office is a welcoming space for undergraduate students to build community, study, attend programs, and connect with peers, campus resources, faculty, staff, and alumni.

The Graduate Assistant (GA) works closely with the Director to plan and facilitate academic, community engagement, and leadership programming during the academic year. This position provides year-round programmatic support to transition programs and other P1P initiatives.

Duties and required skills:

* Work with Director and campus partners in facilitating transition programming workshops
* Plan and support activities designed to promote and enhance leadership skills, team performance, and morale among student leaders
* Attend regular meetings with the program Director, peer mentors, PennCAP, and P1P staff
* Manage multiple priorities in a fast-paced environment
* Maintain program records, track attendance, and assist in reporting program outcomes
* Assist in the recruitment, training, and development of peer mentors and residence directors who support program participants
* Develop marketing materials and social media content to promote programs
* Carry out administrative responsibilities as assigned to support strategic goals of PFP and P1P

PREFERRED QUALIFICATIONS:

* Pursing a master’s or a doctorate degree in Higher Education, Student Affairs, or other related fields
* Experience working with high school and college-aged populations
* Strong data management skills (Excel/Qualtrics)
* Strong leadership, supervisory, and administrative skills
* Attention to detail, strong organizational skills, and solutions-oriented
* Excellent written and communication skills
* Understanding of sense of belonging, and awareness of intersecting identities
* A strong sense of self-awareness and professional etiquette
* Familiarity with online platforms such as Canvas, Canva, Teams, Microsoft Office, Newsletters and Social Media sites