# Penn First Plus Overview

[Penn First Plus (P1P)](https://pennfirstplus.upenn.edu/) is the University’s central hub for supporting undergraduate students who are the first in their families to pursue a four-year degree or come from modest financial backgrounds.

Located in College Hall, the P1P Office serves as a welcoming space where students can build community, study, attend programs, and connect with peers, faculty, staff, alumni, and campus resources.

# Job Title

Graduate Assistant, Scholarly and Professional Development (Academic Year 2025-2026)

WorkDay at Penn Student Employment Opportunities Job Hub URL Link:
[https://www.myworkday.com/upenn/d/inst/15$158872/9925$76952.htmld](https://www.myworkday.com/upenn/d/inst/15%24158872/9925%2476952.htmld)

# Job Profile

Student Worker

# Job Summary

Penn First Plus seeks a dedicated Graduate Assistant for the 2025-2026 academic year to support the Office’s scholarly and professional development initiatives. This role offers hands-on experience in program development, student engagement, and resource management.

The ideal candidate is a full-time graduate or professional student at Penn, matriculated by the start of the 2025-2026 academic year. They must be available to work a minimum of 10 and a maximum of 20 hours per week across the Fall and Spring semesters, in person between 9 AM and 5 PM, Monday through Friday. Occasional weekday evening commitments with advance notice.

Interested candidates should submit a **cover letter** and **resume**—along with their anticipated **schedule and availability** for the Fall 2025 semester—via Workday at Penn ([Job Requisition ID: JR00104644](https://www.myworkday.com/upenn/d/inst/15%24158872/9925%2476952.htmld)).

Candidate screenings will begin after April 15, with the goal of finalizing recruitment by the start of the Penn Summer Session on May 27.

# Job Description

Reporting to the P1P Associate Director of Scholarly and Professional Development, the Graduate Assistant will support the planning, execution, and evaluation of programs designed to enhance the academic and professional development of first-generation and limited income (FGLI) undergraduate students at Penn. This role involves event coordination, content creation, student support initiatives, and data management to ensure students have access to essential resources and opportunities.

This role is ideal for someone passionate about student support, success, and program development. In addition to being paid, this position offers the opportunity to enhance your own professional development by honing skills such as: empathy; active listening; building transformational relationships with and between students and campus partners; the use of pedagogical tools; program intervention design; assessment, evaluation, and measurement; and project management.

## Key Responsibilities

### Student Support Initiatives

* Help manage and expand the P1P Winter Clothing & Professional Attire Opportunity Fund, ensuring students have access to essential resources.
* In consultation with the supervising Associate Director, provide direct support to students seeking guidance on academic and professional development opportunities on- and off-campus.

### Resource & Content Development

* Conduct literature reviews and benchmarking to inform the development, assessment, and evaluation of P1P scholarly and professional development programs.
* Develop FGLI-centered reference materials, informational guides, and digital content aligned with students' academic and career development needs.

### Program Coordination & Facilitation

* Assist with planning, outreach, and facilitation of P1P scholarly and professional development events in collaboration with designated campus partners.
* Support event data collection, management, analysis, and presentation to improve student engagement and outcomes.

### Office Operations

* Staff the P1P Office front desk, respond to inquiries, and create a welcoming space for visitors.

## Minimum Qualifications

* Ability to collaborate with multiple stakeholders and work in a team-oriented environment.
* Strong research, communication (written, verbal, digital), and data management skills.
* Demonstrated success in event planning and/or student support.
* Commitment to supporting FGLI students and understanding their unique needs.

## Preferred Qualifications

* Strong interest in program development, assessment, and evaluation, with an understanding of project management principles.
* Proficiency in Microsoft 365 applications, including Excel, Planner, Outlook, Teams, SharePoint, PowerPoint, and Word.
* Familiarity with the range of Penn’s undergraduate academic and support resources.
* Professional interest in higher education leadership and administration.

# Job Location

Philadelphia, Pennsylvania

# Position Length

August 1, 2025 – May 15, 2026 (Start Date Negotiable)

# Pay Range

Hourly - Hourly Plan, 23.00 USD Hourly

# Supervisor

Enmanuel Martinez, PhD
Penn First Plus
Associate Director, Scholarly and Professional Development

# Contact Information

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