

Publication date:
23 February 2024

Closing date:
20 March 2024

Scope of work:
19 hours per week (0.5 FTE)

Compensation:
Gross income €1309 per month
+ 8% holiday allowance and a year-end bonus of 8.3%.



Vacancy: AUC Graduate Assistant to the Student Life Officers

with a focus on student well-being, health, and supporting students with special needs and accommodations

starting 1 August 2024

AUC is offering the position for one (soon-to-be) AUC graduate to work as a Graduate Assistant to the Student Life Officers (GA SLO) from **1 August 2024 to 31 July 2025**, for an average of **19 hours a week** (approx. 2.5 days a week or 0.5fte.)

As Graduate Assistant you will take a gap year and be part of AUC's professional staff where you will have a varied task package through which you will gain professional work experience. You'll experience many learning opportunities while working with our professional staff. You will also play an important role in supporting areas of educational development at AUC. In turn, AUC staff will benefit from your input and insights coming from your close involvement with the AUC student and alumni communities. You will bring a first-hand perspective on different topics such as the lived experience of new and current students, health and well-being, diversity and inclusion and student life in the broadest sense.

The GA SLO will *not* be expected to provide individual counselling to students, except in the area of residential living. The GA SLO is part of the Well-Being Team, consisting of the SLOs, GA to the SLO, RAs and Peer Supporters.

For this particular GA position we are looking for a graduate with:

- a self-starter mentality and a heart for supporting students;
- well-developed interpersonal and intercultural communication skills;
- well-developed skills with MS Office (Excel, Word, Outlook, PowerPoint);
- good organisational and time management skills, and the ability to work on a number of different projects at once.

In addition:

- Dutch language skills are highly desirable, but not a must;
- experience in event organisation and coordination is an advantage;
- knowledge of Dutch support systems for university students' health, welfare, fees and funding is an advantage.
- volunteer experience in (an aspect of) student health & welfare support and advising is considered a plus;

Personal attributes required:

- flexibility and enthusiasm;
- ability to act with tact, diplomacy, discretion and respect for confidentiality and data privacy;
- motivated to contribute to a positive impact on community life;
- enjoy working in a service-oriented environment;

As you will primarily work within the AUC well-being team, your core tasks will include following activities for about 0.4 FTE (1,5 day a week):

- Onboarding of new AUC students, e.g. supporting the organisation of introduction week activities, updating new student information, arranging the first-year orientation sessions and consent & boundary workshops held in September;
- organising office hours;
- Supporting and organizing e.g. activities, events or focus groups to promote or research the general health and wellbeing within the AUC community throughout the year;
- Supporting the SLOs in inclusivity efforts as well as harassment and discrimination response. This includes liaising with other colleagues working to promote inclusivity at AUC, develop awareness events, organising workshops and facilitating information sharing on such topics;
- Supporting the social side of residential living at AUC. This includes working with the SLOs, Resident Assistants, DUWO, and additional stakeholders in resolving the residential concerns of students;
- Liaising with DUWO, the Well-Being Team and the Tenants Association about tenancy and living matters in the AUC dorms. This included setting up 'free stores' to recycle furniture, creating an annual timeline for opening the shared spaces ("living rooms") in the dorms and setting up a meeting cycle between students and the DUWO social caretaker;
- As a Graduate Assistant, you will also have a ambassadorial role representing students and alumni of AUC. This means that you will support the Services & Communications team with communications to prospective and current students, help out during events and play a role in promotion of AUC and/or outreach;

For about 0.1 FTE (0,5 day a week), you will focus on:

- taking a leading role in supporting 30-50 students with special needs or study accommodations, making sure that the facilities they need are offered to them at the right time and place. This will include planning extra exam time, organising individual exams in private rooms, making sure special tools or work stations are available, translating documents and files for accessible reading, and staying frequently in touch with them.

- In this role you will be supported by and liaising with the senior tutor, the students' lecturers, Board of Examiners and the AUC registrar.

What we offer:

You will be employed through the University of Amsterdam on a one-year temporary employment contract. We offer a salary on scale 6, step 2 (= €2618 gross per month for full-time 38 hours, therefore approx. €1309 gross income per month for 19 hours). We additionally offer an extensive package of secondary benefits, including 8% holiday allowance and a year-end bonus of 8.3%.

Permitting space, we could potentially offer housing in the AUC dorms if requested. Combining this role with the RA position is also possible.

Questions?

Please attend the information session with the current Graduate Assistant SLO, Casey Ansara, on Thursday 7 March at 13.00 in Room 1.01A in the Academic Building. You may also schedule a short individual meeting with the current GA by emailing Casey (c.ansara@auc.nl) directly. For further information, please contact Aino Kekkonen and Lisa van Berkel, the Student Life Officers, at studentlifeofficer@auc.nl.

To apply:

Send your motivation letter (no more than 1-2 sides of an A4 outlining your suitability for the position and what you can bring to the role) with your CV by email to hr@auc.nl before **20 March 2024 12:00 (noon)**, mentioning "Graduate Assistant SLO application" in the subject line. The interviews will be held early April.